

AQUINAS COLLEGE



Makes all the difference in the world.

CAMPUS LIFE OFFICE STUDENT ASSISTANT JOB DESCRIPTION FALL 2010

This is YOUR Campus Life. Live It!

TITLE OF POSITION: Student Assistant

GENERAL SUPERVISOR: Campus Life Staff – Noddea Moore, Program and Building Coordinator for Campus Life

REPORT TO: Supervisor as noted in each Specialist listing, based on assignment.

ESTIMATED HOURS PER WEEK, PER STUDENT: approximately 12-15 hours (some evening and weekend times needed)

RATE OF PAY: Minimum wage/student rate

SOME RESPONSIBILITIES:

- Maintain scheduled office hours and assist with the daily office operation as determined by supervisor
- Coordinate maintenance and updates of areas Campus Life website
- Type correspondence, entering data/computing
- Answer phones
- Create publications (fliers, brochures, etc.)
- Post fliers around campus
- Filing
- Promote campus events through innovative and traditional PR/advertising techniques
- Carry out program manager projects for major campus events
- Assist with campus life events sponsored by the Campus Life Office
- Run errands for Campus Life Staff

SOME REQUIREMENTS:

- Some experience preferred with on campus programs or demonstration of co-curricular involvement.
- Seeking someone who has a positive attitude, demonstrates flexibility, and is a team player.
- Excellent customer service and people skills a must!
- Knowledge of office computer applications important (Word, Excel, Powerpoint, etc.).
- Some PR/advertising skills preferred, such as: poster making, painting banners/signs, computer program knowledge of Adobe PageMaker 7.0 or higher. **CREATIVITY COUNTS!**

IN ADDITION TO THE ABOVE GENERAL CAMPUS LIFE STUDENT ASSISTANT DESCRIPTION, IT IS POSSIBLE THAT EACH STUDENT ASSISTANT WILL BE ASSIGNED TO ONE OF THE THREE FOLLOWING SPECIALIST AREAS:

STUDENT ACTIVITIES SPECIALIST

The Office of Campus Life will host one student specialist in the area of Student Activities. The student will be responsible for working 12-15 hours per week with the Director of Student Activities and Orientation to complete the duties listed below. An hourly rate of minimum wage will be paid bi-weekly.

The Student Activities Specialist will assist with the advertising, promotion and implementation for the following programs:

- Access Leadership
- Mentor Program
- Homecoming Week Activities
- New Student Orientation
- Common Reading Program

In addition:

- Work on the design and implementation of the parent e-newsletters
- Upkeep of various web pages; new student and transfer orientation, mentor program, leadership programs, parents
- Organize the evaluation processes for all new student orientation and leadership day programming
- Aid in the development and coordination of sponsorship for new programs as well as enhancement of current programs
- Maintain administrative office tasks such as; filing, running errands, phone calls, data entry and computing

CAMPUS LIFE RETENTION/PROGRAMMING SPECIALIST

The Office of Campus Life will host one student specialist in the area of retention and special programming. The student will be responsible for working 12-15 hours per week with the Program and Building Coordinator for Campus Life to complete the duties listed below. An hourly rate of minimum wage will be paid bi-weekly.

Collaborate with supervisor to develop and/or maintain the following programs and activities:

- Wake Up Weekends Program (including movie-themed parties)
- Clubs and Organizations Activities
- Wake Up People
- Exam Breakfast
- Additional Retention Programs

In addition:

- Collaborate with other campus departments for co-programming
- Organize holiday promotions for Christmas at the CCH
- Upkeep of various Campus Life web pages including the “What’s New” section.
- Maintain administrative office tasks such as; filing, running errands, phone calls, data entry and computing

DIVERSITY INITIATIVE SPECIALIST

The Office of Campus Life will host one student specialist for the Diversity Initiatives Office. The student will be responsible for working 12-15 hours per week with the Director of Diversity Initiatives to complete the duties listed below. An hourly rate of minimum wage will be paid bi-weekly.

- Aid in the ongoing development of programs geared towards Students of Color to aid in retention efforts
- Assist in planning and implementation student programs for various ethnic month celebrations; MLK Jr., Latino Heritage and Black History Months, etc.
- Help with the planning and implementation of major Campus Life programs for students during the spring semester
- Research ethnic community activities and speakers to bring to the Aquinas student body
- Maintenance and the upkeep of the Aquinas College Diversity Initiatives web page, including design, pictures and documentations
- Research and implementation of the cultural exploration Fall Break trip
- Collaboration with various on campus departments
- Create publications and promote events
- Prepare campus correspondence mailings, emails, phone calls, errands and other duties as assigned