

**Center for Student Involvement
Student Assistant Descriptions**

POSITION DESCRIPTION: These student positions are part-time, paid hourly, and allow up to 12 hours of work per week in the Center for Student Involvement (CSI) at the Chicago Campus. Students in these positions serve as a key factor in office coverage, event planning, and staffing projects. These positions report to CSI full-time administrative staff members. Below are general responsibilities of all student assistants as well as specific job descriptions for each student assistant position. For some positions prior experience is desired.

GENERAL RESPONSIBILITIES: The primary role of CSI student assistants is to fulfill the daily responsibilities in the office, including but not limited to answering phones, greeting guests at the front desk, facilitating ticket sales, assisting with office tidiness, and posting. Provide quality service to students on the phone and in person at all times. Additional responsibilities include developing innovative publicity ideas to promote CSI events and services such as creating, copying, and posting flyers, posters, and other communications for students around campus. Student assistants will also monitor bulletin boards to ensure postings meet the guidelines of the posting policy. In addition, student assistants will aid in the set-up, staffing, delivery, promotion, and clean-up of special events, as well as with program evaluation.

PREFERRED AVAILABILITY: Priority will be given to applicants who are available during the times listed below. We will schedule you up to 12 hours a week (including the hours below).

- Mondays 9am-10am
- Tuesdays 5pm-6pm
- Wednesdays 9am-10am

POSITIONS & INDIVIDUAL RESPONSIBILITIES:**Orientation/Campus Programs Assistant:**

Reports to the Assistant Director

- Aid CSI staff in coordinating New Student Orientation programs
- Assist in developing online resources for new incoming students
- Work with staff in developing marketing materials for orientation programs and assist with coordination of sending out marketing materials
- Assist staff in creating and revising programmatic content of orientation
- Assist in identifying needs and in coordinating services for commuter students (e.g., a commuter student newsletter, online resources)
- Coordinate and assist with traditional CSI events for university theme weeks including: What's Up Wednesdays, De-stress Fest, Student Appreciation Week

BASIC QUALIFICATIONS: Ability to work with a project from beginning to end, including planning, preparations, set-up and delivery. Must have a customer service orientation and be willing to work closely as a team; must have computer skills (Microsoft Word, Windows, Excel, internet knowledge). Strong organizational skills and interpersonal skills are desired. Ability to balance multiple tasks, meet deadlines, and implement different types of programs is necessary.

TO APPLY: Visit www.roosevelt.edu/csi to download the application.

CSI student assistants must be enrolled as degree-seeking students at Roosevelt University, and all candidates must be in good standing according to academic policies and the university code of conduct.



Center for Student Involvement: Student Assistant Application

Instructions: Please submit this **application and a current resume** to the Center for Student Involvement, AUD 344. Applications are due by Friday, January 27, 2012 by 5:00pm. Interviews will be scheduled for the week of January 30, 2012.

PREFERRED AVAILABILITY: Priority will be given to applicants who are available during the times listed below. We will schedule you up to 12 hours a week (including the hours below). **PLEASE CHECK THE HOURS YOU ARE AVAILABLE:**

- Mondays 9am-10am
- Tuesdays 5pm-6pm
- Wednesdays 9am-10am

(Please print clearly)

Name: _____ Date: _____

RU e-mail address: _____ ID#: _____

Permanent Address: _____

Permanent Phone or Cell Phone: _____

Do you have Work Study? _____ If so, have you completed the FWS paperwork? _____

Do you need permission from the International Student Office to work in the U.S.? _____

Current Class Standing: FR SO JR SR Grad Other

Current Cumulative G.P.A. _____

Major: _____

Career Plan: _____

Expected Date of Graduation: _____

Other institutions(s) attended: _____

