Center for Student Involvement
Student Assistant Descriptions—*Summer 2012*

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.

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.

ADDITIONAL RESPONSIBILITIES: CSI student assistants will have additional responsibilities depending on the time of year and on the assistants' individual strengths. Below are examples of responsibilities that may be assigned to student assistants.

- Aid CSI staff in implementing the Eleanor Roosevelt Society (ERS), Student Leadership Awards (SLA), the Leaders Developing and Evolving (LEAD) Program, and the Student Leadership Summit (SLS)
- Identify creative collaborative opportunities with offices such as Career Development or the Mansfield Institute for Social Justice
- Manage CSI Facebook page on a daily basis or each shift
- Work with CSI staff to create a marketing plan for the office, along with a system of how to advertise events, programs, and news in the CSI or events that pertain to students
- Coordinate and manage publicity on all bulletin boards, including a system for posting
- Take pictures of campus events
- Assist CSI staff in maintaining regular communication with student organizations about policies/procedures, registration information, and other services
- Support student organizations by assisting with logistical program planning, such as catering & technology needs
- Serve on Student Activity Fee Allocation Committee (SAFAC) as the CSI student representative, and remain in contact with the student organizations about funding procedures
- Aid CSI staff in identifying short-term and long-term social justice/service initiatives for students
- Work closely with staff to coordinate and implement the Alternative Break Immersion Program
- Aid CSI staff in coordinating New Student Orientation programs
- 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: Welcome Week, 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.

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.

ROOSEVELT UNIVERSITY

Center for Student Involvement
Student Assistant Application—*Summer 2012*

Instructions: Please submit this application and a current resume to the Center for Student Involvement, WB 323 by 5:00pm on Thursday, May 3, 2012

(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: _____

_____

Describe any previous job experiences that would be relevant to a student assistant position:

_____

_____

_____

What other activities do you anticipate being involved with during the semester?
(e.g., student orgs and any officer positions, internships, student teaching, other part-time jobs)

_____

_____

_____

The following questions give you the opportunity to tell us about yourself. Please limit your answers to the space provided.

1) What factors led you to apply for a student assistant position?

2) Describe talents, abilities, or special skills you have that relate to the student assistant position.

3) Describe how you prioritize tasks in a hectic work setting.

4) What qualities would you like your supervisor to have? Why?

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