

**Position Title:** Campus Activities Center Student Assistant Manager  
**Department:** Campus Life  
**Supervisor's Title:** Assistant Director for Campus Programming

### **Position Summary**

The Campus Activities Center Student Assistant Manager assists the Assistant Director for Campus Programming and the Student Manager in planning, execution and assessment of Late Night La Salle events and other Campus Activities Center initiatives. Managers participate in the programming, setup, staffing, and cleanup of events. They also assist vendors, performers, students, faculty, and staff with their needs during scheduled late night events.

The Late Night La Salle Student Worker will be appointed by the Assistant Director for Campus Activities. This part-time position requires 2-15 hours per week, depending on needs and availabilities. Hours include some evening hours and some office hours to be scheduled M-F 8:30am – 4:30pm.

### **Essential Duties and Responsibilities**

- Communicate regularly with the Assistant Director for Campus Programming and the Student Manager to discuss upcoming events, and keep the Assistant Director informed of staff relations, program success, and partnership success
- Lead a group of LNL Student Workers to coordinate, publicize, and execute events
- Direct and greet vendors, performers, faculty, staff, and students during events
- Monitor the spaces being used during events to ensure they are setup correctly, in working order, and are left in an acceptable condition
- Attend monthly staff meetings, bi-weekly manager meetings, scheduled 1-on-1s, and semesterly training sessions.
- Assist groups sponsoring events to ensure that events run smoothly and efficiently
- Oversee all individuals participating in events to ensure that the rules and regulations governing behavior at the University are followed
- Meet the expectations of all Campus Activities staff (timeliness, positive attitude, contributing, role modeling, etc.)
- Other duties as assigned

### **Minimum Requirements**

- Able to work weekends and evening (Late Night) hours
- Able to come to monthly staff meetings, bi-weekly manager meetings, 1-on-1s, and semesterly trainings
- Substantial understanding of the University and its resources
- Can work independently and take initiative without instruction
- Comfortable working with and instructing peers
- Good interpersonal communication and customer service skills
- Ability to lift at least 20 lbs

### **Reports to:**

This position reports to the Assistant Director for Campus Programming.