

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

Position Summary

The Campus Activities Center Student Manager assists the Assistant Director for Campus Activities in implementation of Campus Activities Center and Late Night La Salle initiatives and responsibilities.

The Campus Activities Center Student Manager will be appointed by the Assistant Director for Campus Activities. This position will work 10-20 hours per week scheduled primarily Mon-Fri between 8:30am – 4:30pm as agreed upon with their supervisor; but some night and weekend hours will be required.

Essential Duties and Responsibilities

- Aid the Assistant Director for Campus Activities with supporting, guiding, and training the Late Night La Salle and Campus Activities Center student staff.
- Oversee the Campus Activities Center Web Presence Coordination team. This would include updating and maintaining the CAC and LNL websites and social media accounts.
- Aid the Assistant Director for Campus Activities with completion of administrative tasks pertaining to Late Night La Salle, student programming, and registered student organizations.
- Provide guidance to students, faculty/staff, and student organizations coming to the Campus Activities Center for information and support.
- Attend monthly staff meetings, bi-weekly manager meetings, scheduled 1-on-1s, and semesterly training sessions as agreed upon with supervisor.
- Timeliness and positive attitude
- Other duties as assigned.

Minimum Requirements

- Able to work between 10 and 20 hours per week during Fall 2021- and Spring 2022 semesters
- Program management experience
- Substantial understanding of the University and its resources
- Can work independently and take initiative without instruction
- Comfortable working with and instructing undergraduate students
- Good interpersonal communication and customer service skills
- Website/Social Media management experience highly desired
- Ability to lift at least 20 lbs

Reports to:

This position reports to the Assistant Director for Campus Programming.