

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

Position Summary

The Campus Activities Center Student Worker provides administrative and programmatic support for the Campus Activities Center.

The Campus Activities Center Student Worker will be appointed by the Assistant Director for Campus Programming. This part-time position requires 2-10 scheduled hours per week, depending on needs and availabilities. Scheduled times range from 8:30am – 4:30pm, Mon-Fri. and approximately one evening event per week.

Essential Duties and Responsibilities

- Aid the Professional staff of the Campus Activities Center with completion of administrative tasks pertaining to Late Night La Salle, student programming, and registered student organizations.
- Provide customer service and guidance to students, faculty/staff, and student organizations coming to the Campus Activities Center for information and support.
- Communicate regularly with the Assistant Director for Campus Activities to discuss office needs and office coverage.
- Work with Campus Activities Student Managers to coordinate, publicize, and prepare for on-campus events.
- Attend required training and staff meetings.
- Meet the expectations of Campus Activities Center Student Workers (timeliness, positive attitude, contributing, etc.).
- Other duties as assigned.

Minimum Requirements

- Able to work weekends and evening (Late Night) hours
- Able to come to monthly staff meetings, 1-on-1s, and semesterly trainings
- Basic 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.