

Federal Work Study Job Description Form

Job Title: Student Ambassador Chair/Vice Chair (2) Student Activities Staff (1)/ **Desired No. of Hires:** 4
Rowdy the Ram Mascot (1)

Department or Organization: Student Activities Office

Address (Off campus only):

Supervisor: Andrea Tarpey/Ingrid Caine

Office: Student Activities

Phone: ext 4847

Email: Tarpey@stcc.edu

Designee: Ingrid Caine

Office: Student Activities

Phone: ext. 4912

Email: Icaine@stcc.edu

General Job Description: Assist in all functions of Student Ambassador Program as chair and vice-chair of the group. Assist with all functions and daily operations of the Student Activities Office.

Detailed List of Duties: Customer service, assistance with all functions of Student Activities Office including but not limited to event planning and implementation, flyer making, organization, creating of meeting agendas, conducting meetings with student leaders, general office duties on computer, copy machine, and mailings. Event assistance and coverage.

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired. Program and event planning, organization skills, how to run a good meeting and take notes skills. Flyer making.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required. Office coverage, customer service, computer skills, copy machine use, popcorn machine use and cleaning, event planning and organization, organized, friendly, detail oriented, reliable, responsible. Ability to create a flyer, an agenda for a meeting and to conduct a meeting (which we will provide training for these things).

Skills and/or previous experience desired: Customer Service and Basic Computer Skills. Any experience in planning events and marketing (designing and making flyers) helpful, but not required.

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Anytime between 8:00 – 5:00 Monday thru Thursday, 8:00 – 4:00 Friday.

How to Apply: Contact supervisor/designee listed above.