

STUDENT INVOLVEMENT UNIVERSITY OF NEBRASKA-LINCOLN

SI Content Area: East Campus

Job Title: Student Assistant – East Campus Student Involvement
Hours Per Week: 10-12 hours

Position Reports to: Reshell Ray

Work Location: Student Involvement, 300 Nebraska East Union

Hourly Wage: \$9.00

Basic Function: Collaborate with students, faculty, and staff to foster innovative programs, encourage student learning, and prepare students for life beyond the university. Provide assistance to Student Involvement in the delivery of programs and services to Recognized Student Organizations (RSOs).

Student Involvement Responsibilities 10%

1. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
2. Assist in the development of collaborative projects across other SI content areas whenever possible.
3. Assist in the development of collaborative projects with other campus offices/ departments/ divisions as opportunities arise to help achieve the goals and mission of Student Involvement.

Content Area Responsibilities 90%

1. Provide administrative support for East Campus Student Involvement that includes: Greeting Customers, answering telephone, checking voicemail and email, writing and responding to business correspondence.
2. Staff the Consultation Desk and provide outreach services to increase student knowledge of Student Involvement programs and services.
3. Distribute RSO mail and post approved notices on Student Involvement bulletin boards daily.
4. Plan and implement programming initiatives for East Campus community.
 - a. Welcome back week programs
 - b. Assist in management of Student Bowling League
 - c. Annual chili competition
 - d. Development of social programs (Country Swing Dance Lessons, Pinterest Night)
5. Assist with Event Planning & Registration (EPR) database entry NvolveU 2.0).
6. Contact RSOs regarding EPRs, deadlines, and mailboxes.
7. Organize Creation Station
8. Attend weekly East staff meetings and SI mandatory Fall and Spring Trainings.
9. Perform miscellaneous job-related duties as assigned.

Special Qualifications (undergraduate positions only):

1. Event planning and management skills
2. Written and verbal skills
3. Interpersonal skills
4. Cross-cultural competence
5. Organizing skills/work management
6. Basic computer skills
7. Self-direction/self-motivation

To Apply: Complete an application on Husker Hire Link. For questions, please contact Reshell Ray at rray1@unl.edu