

STUDENT INVOLVEMENT UNIVERSITY OF NEBRASKA-LINCOLN

SI Content Area: East Campus

Job Title: Student Assistant – East Campus Student Involvement

Hours Per Week: 10-20 hours

Position Reports to: Reshell Ray

Work Location: Student Involvement, 300 Nebraska East Union

Hourly Wage: \$7.25

Basic Function: Collaborate with students, faculty, and staff to foster innovative programs, encourage student learning, and prepare students for life beyond the university. Support content areas including gender related program, minority student development, leadership, involvement, volunteer service learning, social activity development, and student organizations. Promote community development diversity education and delivery to east campus in all programs.

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.
4. Assist students and other customers of Student Involvement as needed.

Content Area Responsibilities 90%

1. Plan and implement programming initiatives for East Campus community.
 - a. Welcome back week programs
 - b. Late night events
 - c. Annual chili and dessert competitions
2. Provide administrative function for East Campus Student Involvement
 - a. Greeting Customers
 - b. Answering Telephone
 - c. Business correspondence and mailings
 - d. Daily checking voicemail and email
3. Assist with Event Planning & Registration (EPR) database entry (FileMaker Pro).
4. Maintain RSO records and files.
5. Contact RSOs regarding EPRs, Annual Review Forms (ARFs), deadlines, and mailboxes. Organize Creation Station (banner paper, Texas marker, button maker, poster maker
6. Distribute and update SOAR sheets as needed
7. Attend weekly East staff meetings and monthly all SI staff meetings.
8. 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

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