

STUDENT INVOLVEMENT UNIVERSITY OF NEBRASKA-LINCOLN

SI Content Area: Student Organizations

Job Title: Student Assistant – Student Organizations

Hours Per Week: 6-10 hours

Position Reports to: Melissa Griffith Phelps, Assistant Director for Student Organizations

Work Location: Student Involvement, 200 Nebraska Union

Hourly Wage: \$9.00

Position is available: **ACADEMIC YEAR ONLY** (potential summer availability)

Basic Function: Provide assistance to Student Involvement in the delivery of programs and services to Recognized Student Organizations (RSOs) through the Consultation Desk, as well as create an environment where activities and programs foster healthy development.

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. Staff the Consultation Desk and provide outreach services to increase student knowledge of Student Involvement programs and services.
2. Distribute RSO mail and post approved notices on Student Involvement bulletin boards daily.
3. Assist students in completing Event Planning & Registration (EPR) forms on Nvolve U 2.0.
4. Assist with Annual RSO Orientations. This may include: check-in, presenting, or answering attendees' questions.
5. Organize Creation Station (balloons and helium, banner paper, button maker, poster maker)
6. Maintain accurate RSO records and files.
7. Contact RSOs regarding EPRs, Annual Review Forms (ARFs), deadlines, and mailboxes.
8. Assist with coordination of annual events such as Student Impact Awards Banquet, Party at the Union, and Club Fair.
9. Attend weekly Student Organization staff meetings.
10. Attend mandatory Fall and Spring Trainings.
11. Perform miscellaneous job-related duties as assigned.

Special Qualifications (undergraduate positions only):

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

To Apply: Complete an application on <https://involved-apps.unl.edu/a/employment/ugrad/>. For questions, please contact Melissa Griffith Phelps at mgphelps@unl.edu.