



**ALVERNO COLLEGE**  
ESTABLISHED 1887

**Non-Exempt Student Position Description**

**Position Title:** CAE Programs Assistant

**Date:** Fall 2017

**Department:** Center for Academic Excellence

**Status:** Student Employment

**Primary Function:**

Assist the Center for Academic Excellence with office work and the planning and implementation of events/programs.

**Principal Responsibilities**

1. Attend, monitor, and record student attendance at CAE events and programs by preparing sign-in sheets and entering attendance information following the event.
2. Support CAE at Admissions events and SOAR by preparing materials, staffing information tables, and following up with interested students/prospects.
3. Attend occasional meetings to take notes and provide student perspective on CAE activities.
4. Process electronic applications for Research projects and Travel Fellowships.
5. Maintain calendars for use of the CAE space and prepare signs as needed.
6. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
7. Comply with safety procedures and maintain clean and orderly work areas.
8. Perform other tasks as necessary to support the mission of the College.

**Qualifications**

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Reliable and self-directed
3. Ability to work well with a variety of people (e.g. peers, faculty, staff)
4. Experienced with Microsoft Office programs (Word, Excel, PowerPoint)
5. Professional and responsible in appearance and attitude
6. Ability to keep information confidential
7. Detail-oriented with strong organizational skills
8. Ability to complete tasks accurately and in a timely manner
9. Available to work occasional evenings and weekends

10. Doherty Scholars and/or students active in CAE programs preferred.

**Additional requirements for all on-campus (student worker) jobs:**

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

**Working Conditions**

General office environment

Some light lifting (up to 15 pounds)

**Notes**

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.

