



ALVERNO COLLEGE
ESTABLISHED 1887

Student Employee Job Description

Position Title: Student Activities Board Member **Start Date:** August 12th, 2019
Department: Student Activities & Leadership **Status:** Student Employment
Reports To: Assistant Director of Student Activities & Leadership **Salary:** \$9

Primary Function: Planning and promotion of campus-wide programs promoting student involvement, social opportunities for students, and fostering a sense of belonging to the Alverno College community.

Principal Responsibilities

1. Create publicity and marketing materials to promote campus awareness of SAB and SAB events
2. Coordinate logistics and details of planning events (i.e. contact performers, reserve equipment, etc.)
3. Create opportunities for students to enhance their academic and leadership experience, as well as create a fun climate on campus.
4. Work 10-15 hours per week either at events or completing work on upcoming events.
5. Participate in all SAB meetings and scheduled training sessions
6. Attend all of SAB fall training, August 12th-16th and August 19th-23rd, 2019 from 9am-4pm.
7. 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.
8. Comply with safety procedures and maintain clean and orderly work areas.
9. 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. Must be in good academic and conduct standing with Alverno College.
2. Self-directed, motivated individual who can work independently
3. Must have the ability to work in a team environment and communicate respectfully with others.
4. Must be available Wednesday evenings 5:30pm to 8:30pm.

Working Conditions

General office environment and campus events.

Notes

- Pay rate determined by Financial Aid
- 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.
- We will begin scheduling interviews as we receive applications and will stop interviewing when the positions have been filled. Early application is recommended.