

Alverno College
Student Activities Board Job Description

Position Title: Student Activities Board Member

Date: Fall 2021

Department: Student Activities & Leadership

Status: Student Employment

Reports To: Student Activities Program Coordinator

Salary: \$9/Hour

<p>Primary Function: To support the mission of the Student Activities & Leadership department through programs designed to meet the diverse needs of the Alverno student population.</p>

Principal Responsibilities

- Create opportunities for students to enhance their academic and leadership experience, as well as create an enjoyable and inclusive climate on campus.
- Design publicity and marketing materials to promote campus awareness of SAB and SAB events.
- Coordinate logistics and details of planning events (i.e. contact performers, reserve equipment, etc.).
- Assess programming needs within the Alverno Community.
- Schedule events to coincide with and compliment other campus activities.
- Recruit and develop committees as needed to assist with implementing campus programs.
- Develop positive working relationships with other campus organizations and offices.
- Assist in coordinating annual programming (such as Homecoming, Casino Night, Winterfest, Alternative Spring Break, and Community Day).
- Accept responsibilities for special programs as needed.
- Possible off campus conferences, committees, and workshops to develop interest areas and create a network between Alverno and other area colleges and universities.
- 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.
- Comply with safety procedures and maintain clean and orderly work areas.
- Perform other tasks as necessary to support the mission of Alverno College.

Qualifications

- Must be a current registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
- Must be able to work at least 15 hours a week in Fall and Spring semesters.
- Experience in Canva, Publisher, and Photoshop is preferred.

- Attention to detail, strong organizational competence and the ability to coordinate several deadlines simultaneously in a fast-paced environment. Must be able to work with frequent interruptions and professionally respond to variations in schedules and plans.
- Excellent written and oral communication skills. Students will be expected to communicate and respond to both SAB members and students professionally and in a timely manner.
- Must be able to work as part of a team and interact effectively with a variety of audiences and departments.

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.
- Prior campus involvement experience is highly recommended.
- Must be available for all SAB trainings 1 week prior to the beginning of classes in January and 2 weeks prior to classes in August.
- Must be available for weekly SAB meetings.
- Must be available Wednesday evenings from 6:00pm-9:00pm.

Want to apply?

Click [HERE](#) to complete your application!