Job Description

Position Title: Student Assistant
Title of Supervisor: Program Manager
Payrate: Starting at $13.00 per hour
Schedule: 10-15 hours/week

General Scope of Position
This position has broad responsibilities that include general assistance for Student Leadership and Engagement (SLE) and the Associated Students of the University of San Francisco (ASUSF). Specifically, the Student Assistant will act as the front line for the University Center 4th floor and will work on various projects and tasks including: Student Organization Registration and Orientation, Greek Life, Involvement Fairs, Student Events Calendar, Student Rewards Program, New Student Orientation, Magis Emerging Leadership Program, Student Leadership Conference, Student Leadership Awards, Graduate Student Services, ASUSF Senate and Graduate Student Senate Elections, and other duties as assigned.

Specific Duties and Responsibilities
- Provide information, resources and outreach about SLE, ASUSF, and related programs, events and services
  - Assist with the development and distribution of marketing materials, brochures, and applications
  - Assist with outreach to students, student organizations, faculty, staff, and other interested parties
  - Provide general advisement for students regarding involvement in student organizations including, but not limited to: involvement opportunities, event planning, ASUSF funding opportunities, organizational development, leadership development, fundraising, and financial procedures
- Provide administrative support to SLE professional staff
  - Coordinate logistics for meetings, workshops, trainings, and events on behalf of staff members including scheduling, marketing, room reservation, catering, nametags, and materials
  - Assist with the planning, coordination, and implementation of SLE-sponsored events
  - Assist with financial functions including deposits, invoices, purchase requisitions, work orders, reimbursements, and office supply orders
  - Maintain financial accounts including tracking expenditures and income, budget reconciliation, and compiling reports
  - Maintain program and personnel files, purchasing card records, contact lists, and other records
- Perform clerical duties including answering phones, data entry, copying, faxing, receiving/distributing mail and other materials, running errands, keeping office area clean, maintaining calendars, making appointments, greeting visitors, and responding to general inquiries
- Participate in meetings, trainings, and other scheduled activities
- Assist with other projects and tasks as assigned

Qualifications
- Excellent interpersonal, verbal, and written communication skills
- Computer skills including MS Word and MS Excel required; familiarity with Google applications, internet research, social media, OrgSync, and other online tools preferred
- Ability to multi-task, prioritize, and meet deadlines
- Positive attitude, friendly, professional and excellent customer service skills
- Reliable, good follow-through
- Independent self-starter, able to take initiative
- Understanding of leadership and business principles and/or desire to learn
- Familiarity with SLE/ASUSF programs and responsibilities associated with the position
- Commitment to work in a culturally diverse environment and to contribute to the mission and goals of SLE/ASUSF and the University
- Minimum cumulative GPA 2.0 and good disciplinary standing at USF
- Work Study preferred
Time Commitment
Position will begin on August 15, 2016 and continue through May 11, 2017. Mandatory fall training/orientation/preparation period will be August 15-19, 2016 (10 am to 5 pm) plus one work shift scheduled during New Student Orientation on August 20-22, 2016 (6 hours). During the academic year, work must be regularly scheduled during business hours of 9 am to 5 pm, Monday through Friday, for 10-15 hours per week. Preference will be given to applicants who identify availability in 4 hour time blocks (for example, MWF 9am-1pm). Specific schedule will be set at time of hire. Student Assistants are required to return to work in the spring on January 17, 2017.

Application
Information and online application can be found at myusf.usfca.edu/student-life/sle/join-our-team. Applicants will be asked to answer several questions and submit contact information for two references and a resume or list of activities detailing work, volunteer, and USF involvement experience. Priority deadline for consideration of applications is 5 pm on Monday, April 18, 2016. Top candidates will be contacted for an interview, and final selections will be made by Friday, May 6, 2016.