

JOB DESCRIPTION

Department: Student Life

Job Title: Student Life Worker

Job Summary:

We are seeking a creative and organized student to join our Student Life team as a Student Life Worker. This role is ideal for students looking to enhance their marketing, event planning, and design skills while actively contributing to campus life. Preferred skills include experience with graphic design and photography, but these are not required.

Note: Federal work-study award is required to apply for this position. If you are unsure of your eligibility, please contact the Financial Aid Office in E101.

Description of Job Duties:

- Create engaging marketing materials for campus events.
- Assist with the organization and implementation of student life events.
- Maintain and update student life campus signs.
- Set up supplies and equipment for student life events.
- Assist the Student Government Association (SGA) with marketing SGA sponsored events.

Specific Experience and Skills Required:

- Familiarity with Microsoft Word and Excel.
- Regular use of email for communication.
- Experience with graphic design and photography is preferred.
- Able to set up equipment and supplies for special events.
- Able to lift up to 20lbs.

Licenses or Training Required:

None.

Hours Needed to Work:

Preferred availability is within or around the time frame of Monday-Thursday 11am-1pm, with some evening hours as needed.