Campus Life Student Assistant Position Description
Academic Year 2017-2018

Campus Life Assistants work in the Bog, the Commuter Lounge, The Welcome Desk, and the Campus Life Suite to help students, faculty, staff, and guests of Illinois Tech have the best experience possible. Student Life Assistants are expected to assist with Welcome Week as official Welcome Week Liaisons for the Office of Campus Life -- working with volunteer Welcome Week students, faculty, staff, and community partners to create the most welcoming and energetic campus welcome possible.

Terms of Service
• Campus Life Assistants can be hired at any time of the calendar year. Employment continues until terminated by either the supervisor, the employee, or upon employee departure from Illinois Institute of Technology.
• Aid with Student Leader Selection; assist with information sessions and Group Process.

Description of Role and Responsibilities
• Campus Life Suite
  o Maintain Campus Life email and voicemail, responding and forwarding inquiries as necessary.
  o Data entry and document filing.
  o Answer Campus Life phone, field questions and transfer appropriately.
  o Sell all student organization tickets, including AMC tickets, utilizing the system created by Campus Life and an online payment site.
  o Be a resource for student organization leaders, directing them to forms, packages, basement supplies and answering questions or referring to professional staff members. Help organizations achieve their goals!
  o Assist with Campus Life sponsored events.
  o Help professional staff with special or immediate projects as they arise.

• Welcome Center/Commuter Lounge
  o Greeting students, faculty, staff, and other visitors as they arrive in all of our locations.
  o Answer Welcome Center/Commuter Lounge phone, field questions and transfer appropriately.
  o Approve all campus flyers per the IIT Posting Policy and post flyers in the MTCC and other campus locations.
  o Manage the MTCC/Commuter Lounge recreation center and recreation equipment.
  o Commuter Lounge only: manage all A/V equipment
  o Facilitate taking student organizations to the basement.

• The BOG
  o Distribute, clean, and maintain equipment (pool cues, bowling balls, bowling shoes, video games, etc).
  o Keep an accurate, hourly count of the total number of patrons and be cognizant of space capacity
  o Support events (responsible for helping move items and prepare The Bog for evening events).
  o Monitor bowling alley lanes and report any problems to professional staff members.

• Other Duties as Assigned

Position Requirements
• Ideal candidates have a positive attitude, are flexible in busy environments, and work well with others.
• Ability to work with minimal supervision and complete time-sensitive tasks.
• Basic computer and strong communication skills.
• Be a registered, undergraduate student at Illinois Tech in good academic and behavioral standing and to maintain a minimum 2.5 GPA during the employment period.
• Display strong interpersonal communication and leadership skills as well as the potential to develop these skills.
• Possess the ability and desire to work with diverse individuals and promote inclusivity at Illinois Tech.

If at any time you have questions regarding any requirements, the application process, please contact The Office of Campus Life at campus.life@iit.edu or 312.567.5172.