Campus Life Student Assistant Position Description
Academic Year 2018-2019

Campus Life Assistants work in the Bog, the Commuter Lounge, and at large campus-wide events to help students, faculty, staff, and guests of Illinois Tech have the best experience possible. They may also assist the Office of Campus Life with staffing The One Stop, which requires additional, specialized training. Campus 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. Other events Campus Life Assistants are expected to work include (but is not limited to): Homecoming, Senior Week, Stress Free Zone, etc.

Terms of Service

- To serve as a Campus Life Assistant from May 7, 2018 to May 3, 2019
- To be present for the following dates:
  - Student Life Leader Training: May 7-9, 2018
- Campus Life Assistants are selected from the pool of Student Life Leader applicants. Campus Life Assistants are not guaranteed a re-appointment to their position. They must re-apply each year.
- Current Campus Life Assistants will also aid with Student Leader Selection; assist with information sessions and Group Process.

Description of Role and Responsibilities

- The Bog/Commuter Lounge/Events
  - Greet students, faculty, staff, and other visitors as they arrive in all of our locations.
  - Answer phone, field questions and transfer appropriately.
  - Approve all campus flyers per the IIT Posting Policy and post flyers in the MTCC and other campus locations.
  - Manage the MTCC/Commuter Lounge recreation center and recreation equipment.
  - Manage all A/V equipment in The Bog.
  - Support all student organization ticket sales
  - 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!
  - Answer FAQ’s regarding HawkLink during Commuter Lounge hours.
  - Assist with Campus Life sponsored events such as Welcome Week, Homecoming, etc.
  - Help professional staff with special or immediate projects as they arise.
  - Distribute, clean, and maintain equipment (pool cues, bowling balls, bowling shoes, video games, etc).
  - Keep an accurate, hourly count of the total number of patrons and be cognizant of space capacity
  - Support events (responsible for helping move items and prepare The Bog for evening events).
  - Monitor bowling alley lanes and troubleshoot simple repairs. If there are larger issues, report them to full time 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.