

## **Student Engagement 2022-2023**

### **Campus Life Student Assistant**

#### **Job Description**



The Campus Life Student Assistant is expected to be a mature Christ-follower who will support the vision of Campus Life. This position will act as an administrative assistant to the Associate Dean of Campus Life and will primarily serve in helping to coordinate, plan and execute student events/programs. He/she is expected to be dependable, responsible, and enthusiastic, as well as display loyalty to Simpson University. The Campus Life Student Assistant may also be asked to administratively support other areas of Student Engagement as needed. Like all student leaders, the Student Assistant is required to sign the Student Leadership Covenant and Student Contract upon acceptance of this position.

#### **Compensation:**

This student leadership position will be paid an hourly minimum wage, which will not exceed \$8.400 for the academic year. \*The commitment for this role is two semesters - one academic year. Consult with Financial Aid to ensure scholarship eligibility before accepting the position.

#### **Prerequisites & Qualifications:**

1. Demonstrates an active faith development, intentionally growing in their relationship with Jesus Christ and living consistent with the university Mission, Vision, and Values.
2. Enrolled as a full time student and in good standing with the University.
3. Proficient in academic pursuits (with a cumulative 2.5 GPA), in good standing with Student Development guidelines, Chapel attendance, and the Simpson University community as a whole.
4. Holds at least a sophomore standing and possesses the heart and the skills necessary for administrative responsibility.
5. Ability to interact professionally with persons related or unrelated to Simpson University.
6. A teachable spirit, possesses organizational skill, attention to detail, and demonstrates leadership abilities as well as the ability to deal appropriately with confidential information.
7. Limit outside commitments to 10 hours (including other on campus employment by Simpson University) with supervisor approval.

**Core Responsibilities:**

1. Act as an administrative assistant to the Associate Dean of Campus Life
2. Coordinate, plan and execute student events/programs
3. Assist in evaluating student events/programs
4. Meet weekly with direct supervisor
5. Be available to work up to 20 hours per week
6. Hold regular weekly office hours
7. Attend all student leader training, meetings and gatherings
8. Oversee the organization and cleanliness of SE storage room - MOD 8
9. Assist with all other duties as assigned

**Required Dates of Attendance:**

- New Student Leadership spring retreat – March 26<sup>th</sup>, 2022
- Student Leadership training (August and January) - August 25<sup>th</sup> - September 4<sup>th</sup>, 2022 & January 12-15<sup>th</sup>, 2023
- New Student Orientation (August and January)
- Student Leadership Banquet – April 19<sup>th</sup>, 2023
- Ongoing training and leadership celebration events

**Dates of Leadership Commitment:**

August 25<sup>th</sup> - September 4<sup>th</sup>, 2022 through May 13<sup>th</sup>, 2023