



Position Title

Student Programming Assistant

Position Description

The Student Programming Assistant, designed as a twenty (20) hour per week average, is a student position reporting to the Assistant Area Director. The Program Assistant serves as a programming resource to staff and students and supports the educational, cultural, and social programs of a residential college.

The successful candidate will work with the Area Director, Assistant Area Director, residential faculty, first year fellows, resident assistants and college councils in the residential colleges to help plan, coordinate, implement and assess programming. The core functions of this position are creativity, logistics, problem-solving, coaching, administration, and data analysis.

Position Responsibilities

Programming

- Attend program team and staff meetings
- Co-advise area college council
- Conduct meetings with resident assistants and program teams to assist them with programming
- Support the Residential Faculty and the Area Director/Assistant Area Director with their programming
- Create and distribute weekly communications promoting upcoming programs on campus and in the building
- Conduct regular one on one meetings with the Assistant Area Director to review programming
- Attend and support the logistics of all area wide programs.
- Create and support passive programming initiatives

Administrative

- Assist with the organization and planning of area-wide and faculty led programs
- Coordinate program-related logistics such as reservations and the procurement of supplies, food, and other materials.
- Manage the submission and approval of program-related expenses such as purchase orders for the Area Director, Assistant Area Director, and Resident Faculty

- Coordinate & oversee programming publicity efforts. Included, but not limited to liaising with Area 51, ensuring the distribution and posting of approved posters and flyers, and updating area lobby monitors
- Update and maintain budget records and transaction logs
- Organize and maintain program-related records
- Create a library of electronic programming resources including but not limited to: bulletin boards, door decorations, creative advertising methods, and building wide publications, including newsletters and posters.
- Maintain inventory and order of the programming supply room

Assessment

- Assist in the reporting and tracking of programming data including program attendance information as well as program tracking and evaluation forms
- Implement program assessment surveys and analyze data
- Prepare monthly reports for the Area Director assessing feedback, trends, and future program ideas to the Area Director.
- Assume other duties as assigned

Qualifications

- Ability to work autonomously, demonstrative initiative, and possess strong organizational skills
- Possess exemplary customer service and problem solving skills
- The ability to interact and support a variety of constituents including faculty, professional staff, and student staff
- Be a full time undergraduate student (minimum of 12 credit hours per semester)
- Be available for the academic year, including the following
 - Tuesday nights
 - Fall RA Training
 - Position involves some evening and weekend work
- Possess a cumulative 2.75 GPA at time of appointment
- Cannot be on a probationary status with the Dean of Students Office
- Able to live in the residential college in which they work
- Extracurricular involvement subject to approval by the Office Supervisor & Area Director