Work Study Job

Job Title:	**Student Life Ambassador**	Organization:	Student Life
Hourly Rate:	**$21.30**	Supervisor:	Luke Rangel

Job Description

Role and Responsibilities

- Support the day-to-day operations of the Club Center by staffing the front desk, engaging with students, answering questions, and connecting students with campus resources and opportunities.
- Assist with promoting Student Life events, programs, and clubs by distributing promotional materials across campus, sharing information with students, and helping create flyers and other promotional materials as needed.
- Serve as a point of contact for student clubs by assisting with club needs and questions and connecting students with club opportunities.
- Assist with the planning, preparation, and implementation of Student Life events, programs, and activities, including preparing materials and supplies, event setup, staffing, and breakdown.
- Represent Student Life and engage with students through tabling, campus outreach, campus tours, events, and other college activities.
- Support Student Life programs and initiatives by helping organize materials and supplies, preparing materials, tracking participation or attendance, and completing other basic administrative tasks.
- Help maintain a clean, organized, and welcoming Club Center by keeping the space tidy and monitoring and maintaining inventory as needed.
- Perform other related duties and special projects as needed.

Educational Benefits

- Communication and Interpersonal Skills: Develop professional communication, customer service, and interpersonal skills through engaging with students, answering questions, and connecting individuals with campus resources and opportunities.
- Event Planning and Organizational Skills: Gain hands-on experience in event planning, coordination, and implementation while strengthening time management, problem-solving, teamwork, and organizational skills.
- Leadership and Professional Development: Build leadership, collaboration, and outreach skills by supporting student clubs, promoting campus involvement, and assisting with Student Life programs and initiatives.

Preferred Skills

- Interest in student involvement, community engagement, campus programming, or working with others.
- Interest or experience in graphic design or creating promotional materials.
- Interest in continuing in the position for multiple academic quarters.

Applications Accepted By:		
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