

Employer: Office of Campus Activities
Contact: Chad Kee, Associate Director
Job Title: Student Organization Assistant
Job Function: Administrative/Support Services

Student Organization Assistants work for OCA assisting with the development and coordination of CUA's student organizations. The primary area of assistance is in the operation of the Student Organization Resource Center (SORC). Additionally, there are specific tasks that are tailored to the student organizations being supported, assigned by OCA professional staff with input from the student organization.

Responsibilities:

- * Open, close and manage the SORC during assigned shifts.
 - * Welcome all guests in a positive and professional manner.
 - * Serve as a resource to SORC visitors, by phone, and via email, providing information and assistance as needed.
 - * Assist student organization members with general administrative, financial management and special projects as assigned.
 - * Monitor the use of student organization work areas and supplies.
 - * Perform administrative duties such as mail distribution, photo copying, data entry, filing and typing.
 - * Maintain and regularly update information on activities, events, and services pertinent to student leaders.
- Description:
- * Assist in the development of resources as directed.
 - * Attend various student organization and OCA events/programs for administrative support.
 - * Positively represent the OCA to the CUA community, clients, customers and visitors to the Pryzbyla Center.
 - * Attend regularly scheduled staff meetings, workshops and training sessions as requested.
 - * Participate in annual departmental and university events including, but not limited to, new student orientation, homecoming, Fall Fiesta, Luaupalooza, SLRC, Odyssey Day.
 - * Follow policies and procedures as found in the UCSPE Student Staff Handbook and policies of the Catholic University of America.
 - * Perform other duties as assigned by OCA staff.

Qualifications:

- * The ability to learn and use various software packages on Windows-based computers.
- * Experience relevant to the primary work area.
- * Strong organizational skills, proven ability to stay on task, meet

deadlines and follow through on assignments.

- * Reliable and dependable, friendly, patient and courteous manner.
- * Knowledge of the campus and its activities.
- * Highly motivated, self directed, responsible, mature and flexible.
- * Desire and ability to work with diverse populations.
- * Understanding and use of email.
- * A positive work attitude and ethic.

Physical Requirements:

Must be able to type, sit and/or stand for periods of time. Must possess manual dexterity. The position requires minimal movement of furniture and equipment. This includes lifting, pushing & pulling equipment, the ability to maneuver stairs, the ability to carry up to 50 lbs. of weight, and the ability to skillfully use a hand truck.

Reporting:

This position reports to an OCA staff member.

Additional Requirements:

Must maintain at minimum a 2.0 cumulative GPA during the term of employment.

To apply please submit resume and cover letter to the Office of Campus Activities at cua-activities@cua.edu

Salary Level: \$8.00
Approximate
Hours Per Week: up to 10