

**Office of Student Life
Student Staff Job Descriptions
2008-09**

Apply through <http://www.gvsu.edu/studentlife>

Student Managers

Seven student managers help run the various departments within Student Life (2020 Information Desk, Event Services, Kirkhof Center, Student Life Front Desk, Student Organization Center). In addition to working regular shifts as needed, managers are responsible for assisting with scheduling, managing work flow, student staff training, development, and evaluation, and fostering a positive work environment. Hours vary by department. Previous experience in Student Life preferred.

2020 Information Desk Assistant

If you have strong skills in customer service, phones, and knowing all about GVSU and the surrounding community, this job is for you! Hours: The 2020 Information Desk is open whenever the Kirkhof Center is open, so workers have the option for lots of different work hours seven days a week.

Campus Calendar/Do Something! Assistant

Run the DO SOMETHiNG! sticker cart and help promote the incentive program that gives people prizes for going to fun activities. This position requires dedication and daily monitoring of the Campus Web Calendar at <http://www.events.gvsu.edu>; checking submissions for accuracy, duplications and errors. Attention to detail and proofreading skills are essential! Hours: Vary by event, but several hours per week - days, nights and weekends. We need reliable people who will attend the events they are scheduled for.

Campus Postings Assistant

Get your exercise walking around campus! Monitor all-campus bulletin boards for postings that meet University guidelines and are up to date. Keep track of all postings that have been approved through the Office of Student Life. Distribute postings and remove outdated ones – keep the bulletin boards looking neat. Hours: Need to be available during daytime office hours Monday through Friday to distribute postings.

Community Service Learning Center Desk Assistants

Meet and greet every visitor to the CSLC. Provide office support for students, faculty and staff seeking information about opportunities to serve. Responsible for maintaining volunteer opportunities files (both paper and online), and some program coordination. Outstanding customer service and phone skills are required. Must have basic office skills (typing, filing, organization, word processing). Will also run errands and work on special projects.

Event Services Desk Assistant

The Kirkhof Center hosts hundreds of meetings, events, and activities every week of the year. Answer lots of phone calls and help visitors with questions about scheduling and planning events. Serve as main contact person at special events in the Cook DeWitt Center and Kirkhof Center--some where alcohol is served. Great customer service and phone/computer skills are essential. Hours: Regular office hours during the week and also weekends and evenings for event support.

**Office of Student Life
Student Staff Job Descriptions
2008-09**

Apply through <http://www.gvsu.edu/studentlife>

Fraternity/Sorority Life Assistant

This staff member helps the Assistant Director of Student Life with projects and paperwork for fraternities and sororities. This job requires strong data entry skills, filing, and other office skills. Membership in a GVSU fraternity/sorority preferred. Hours: Must be available at least three days a week between 8:00 a.m. – 6:00 p.m.

Kirkhof Center Building Manager/Laker Late Night Staff

The Kirkhof Center hosts hundreds of meetings, events, and activities every week of the year. Building managers make sure everything is running smoothly. Expect to move furniture, unlock doors, set up audio/visual equipment, and handle lots of other surprises. A friendly attitude and strong customer service skills are a must. Hours: A building manager is present whenever the Kirkhof Center is open, so lots of options are available seven days a week. Laker Late Night Staff are the Building Managers who keep the place rockin' on Fridays and Saturdays!

Leadership & Service Programs Staff Assistant

This team member works with the Assistant Director of Student Life on projects and paperwork related to Leadership and Service programs. This team member will be the Student Manager for the Community Service Learning Center, coordinating front desk workers and daily office functions. The assistant will also help with logistics of Laker Leadership Programs and the Leadership & Service Intern Program. Public speaking and strong office skills (typing, filing, organization) are required. Hours: Must be available during regular office hours (M-F, 8:00 a.m. – 6:00 p.m.). Some evenings and weekends for event support.

Photographer/Videographer

Make history every day by taking pictures of happenings on campus! Get the most exciting candid shots for use in publications, on the web and in videos. Be able to set up effective posed shots. Must be able to get good results from a digital camera and video equipment. Hours: Must be available to work several hours a week attending various events. Nights and weekends required.

Public Relations/Marketing Assistant

Work with the Associate Director of Student Life and the Assistant Director for Special Events to promote the Office of Student Life and student activities. Write press releases, web content, and business correspondence. Prepare copy for brochures and other printed materials. Coordinate all aspects of the "I am Grand Valley" leadership recognition campaign. Plan and assist with special events related to Family Weekend and other campus traditions. Make presentations to classes and organizations about Student Life. This is a terrific opportunity that may qualify for internship credit. Hours: Must be available during regular office hours (M-F, 8:00 a.m. – 6:00 p.m.). Summer work beginning in July may be available.

Student Life Front Desk Assistant

**Office of Student Life
Student Staff Job Descriptions
2008-09**

Apply through <http://www.gvsu.edu/studentlife>

Meet and greet every visitor to the Office of Student Life. Provide office support for more than 20 full-time and graduate staff members. Outstanding customer service and phone skills are required. Must have basic office skills (typing, filing, office machines, organizing, sorting mail). Will also run errands and work on special projects. Hours: Must be available to work Monday – Friday, between 8:00 a.m. – 6:00 p.m.

Student Organization Center Consultant

Meet and greet every visitor to the Student Organization Center. Provide support and services to more than 250 registered student organizations. Develop and implement educational programs of interest to student organization leaders. Outstanding customer service and phone skills are required. Need self-starters who can achieve great results with little supervision. Hours: Must be available for 3-4 hour shifts Sunday through Thursday, between 10:00 a.m. – midnight, and Fridays and Saturdays between noon and 6:00 p.m.

Student Organization Services/Transitions Staff Assistant

This staff assistant will report to the Assistant Director of Student Life for Student Organization Development and Transitions. This 12-month/year-round position will be offered to a student with exceptional organizational and computer skills. This staff assistant will act as a liaison with more than 250 new and returning student organizations as well as more than 150 Transitions Leaders. Tasks will include managing the Stuey registration and management system, corresponding with student leaders, and assessment. Hours: Must be available during regular office hours (M-F, 8:00 a.m. – 6:00 p.m.).

Technology Manager

Liaison between Student Organizations and IT department to provide web-based services (Stuey, Blackboard, Web Pages, e-mail accounts). Assist with updates to the Student Life Web site content. Maintain inventory and upkeep of 30+ computers overseen by Office of Student Life. Monitor hard drives for illegal files and check for viruses. Troubleshoot computer problems for staff on a daily basis. Experience with Windows XP, Office programs, and University Computer policies/procedures required. Hours: Must be available during regular office hours (M-F, 8:00 a.m. – 6:00 p.m.).

University Promotions Graphic Artist

Where in the world do all those banners, events calendar web ads, posters and custom t-shirts supporting campus events come from? Graphic artists at the University Promotions are primarily design students working in a life-like 'inner design firm' atmosphere to build portfolios, learn about contemporary design programs and theories, and act as the nexus point between the Office of Student Life and Student Body. Hours: Vary, but usually during regular office hours (M-F, 8:00 a.m. – 6:00 p.m.).