

Student Organization Development Staff Assistant – 3A wages

Job Description

- Manages student organization portals in OrgSync and assists student organizations with the requirements to renew, start, or maintain an org.
- Coordinate renewal efforts for organizations utilizing OrgSync
- Act as a liaison between the Student Organization Review Board (SORB) and student organizations; this includes creating the monthly meeting agenda, preparing necessary SORB documents, and posting minutes online
- Assist student organizations (either in person or via email) by troubleshooting issues and / or training them on how to access services, resources, systems, etc.
- Create new innovative resources for student organizations that will help improve their efforts on campus
- Assist the Student Organization Coordinator as needed with projects or tasks
- Additional student organization related duties and tasks as assigned

Qualifications

- Knowledge of student organizations and the responsibilities associate with them, experience with OrgSync (student organization management software), proficiency in Microsoft Office Suites, strong technology / computers background, strong interpersonal and organizational skills, and the ability to effectively communicate to a variety of audiences.
- Ability to work up to 20 hours in the Office of Student Life between 8am – 6pm, Monday – Friday
- Must have technical knowledge and experience. Preference given to Computer Science and Information Systems majors.