

Center for Women & Gender Equity

Fostering Laker Success Student Worker Job Description

The role of the student worker in this position is to support and assist Fostering Laker Success on a variety of tasks. These tasks include program planning, running errands, assisting students, fundraising, heading special projects etc. (This position can also fulfill internship requirement.)

EXPECTATIONS:

Communication

- Check-in with Independent Living Skills Coach to determine daily projects
- Ask questions if directions are unclear
- Discuss all potential changes in your weekly schedule ahead of time and formally request time off
- Update Living Skills Coach at the conclusion of each shift so that they are aware of work completed and work yet to be done
- Communicate and reach out to local area businesses to create partnerships and solicit donations for fundraisers
- **Keep all information regarding sensitive issues confidential (i.e. student names, G#, etc.)**

Organizational Abilities

- Meet deadlines for tasks and projects; notify Coach if something will not meet a deadline
- Manage your time efficiently and let Coach know if you foresee conflicts or are feeling overwhelmed
- Ability to prioritize & organize multiple tasks

Initiative

- Look for opportunities for Fostering Laker Success to get involved in on campus
- Take pride in your position in the office
- Connect and network with GVSU student organizations and campus departments in an effort to form partnerships
- Serve as representative for organization for programming and fundraising efforts

Awareness/Sensitivity

- Demonstrate sensitivity and empathy when working with visitors to the Center for Women & Gender Equity
- Show a commitment to diversity issues and an openness to working, and learning about, people different than yourself
- Keep all information confidential

Additional Skills

- Knowledge & use of Microsoft Office
- Working knowledge of Word & Excel software
- Phone skills
- Ability to work with detail
- Skill in graphic design is a plus

Our Mission

To recruit, retain, and graduate youth that have experience with the foster care system with the goal of post-secondary completion at GVSU.

Additional job requirements:

- Run errands on campus
- Make copies as needed
- Greeting of visitors/students
- Assist with the preparation and teardown of events

Other characteristics:

- Someone with initiative and creativity
- Excellent customer service skills
- Willingness to work evening hours for later programs

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