

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.) This position will be approximately 10 hours a week, maybe more depending on monthly activities.

EXPECTATIONS:

Communication

- Check-in with 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 Office Coordinator at the conclusion of each shift so that she is aware of work completed and work yet to be done
- **Keep all information regarding sensitive issues confidential**

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

Initiative

- Look for opportunities for Fostering Laker Success to get involved in on campus
- Take pride in your position in the office
- 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 (be able to input & create listservs)
- Working knowledge of Word & Excel software
- Phone skills
- Ability to work with detail
- Ability to prioritize & organize multiple tasks

Additional job requirements:

- Run errands on campus
- Make copies – as needed
- Greeting of visitors/students

Other characteristics:

- Someone with initiative and creativity
- Excellent customer service skills
- Flexibility in covering shifts & work on special projects
- Willingness to work evening hours

Fostering Laker Success Student Employment Application

***Please bring completed application to the Center for Women and Gender Equity at 1201 Kirkhof Center or email as an attachment to campbejl@gvsu.edu**

Name: _____ Phone # _____

School Address: _____

City/Zip Code: _____

Home Address: _____

City/State/Zip Code: _____

Student G #: _____ Email: _____

Major: _____

Year: FR SO JR SR (circle)

Do you have a Work-Study Award? ☐ Yes ☐ No If so, amount: \$ _____

Do you plan to use this position to satisfy an internship requirement? ☐ Yes ☐ No

Date: When can you begin work at the Fostering Laker Success? _____

Please list the times you can work each day:

(Office is open M-Thu 8am-6pm and F 8am-5pm)

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Computer Experience: (indicate years of experience)

Word Processing	Less than 1 year	1 year	2 years	3 years	More
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Excel Spreadsheet	Less than 1 year	1 year	2 years	3 years	More
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PowerPoint	Less than 1 year	1 year	2 years	3 years	More
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Learning new programs	Less than 1 year	1 year	2 years	3 years	More
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Graphic Design (i.e. Canva, Publisher)	Less than 1 year	1 year	2 years	3 years	More
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What is your motivation for applying for a position with the Fostering Laker Success?

List the skills you possess that would help you be successful at Fostering Laker Success.

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.

Work History: List positions in chronological order starting with present:

Company/Department: _____

Position: _____ Dates Worked: Fr _____ To _____

Supervisor: _____ Supervisors Phone No: _____

List Major Duties & Responsibilities:

Company/Department: _____

Position: _____ Dates Worked: Fr _____ To _____

Supervisor: _____ Supervisors Phone No: _____

List Major Duties & Responsibilities:

Company/Department: _____

Position: _____ Dates Worked: Fr _____ To _____

Supervisor: _____ Supervisors Phone No: _____

List Major Duties & Responsibilities:

Please list 3 professional references (i.e. former supervisor, faculty, etc.)

Include: name/address/phone #

1. _____
2. _____
3. _____

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