Commuter Assistant (CA)

POSITION PURPOSE: The Commuter Assistant (CA) position assists the Coordinator for Student Development providing service for the commuter population. This includes program development and implementation for commuter students. The CA will also serve as a mentor for commuter students and will hold office hours to be a resource for commuter students.

ESSENTIAL FUNCTIONS:
(1) Develop, plan, and run programming for commuter students. These programs should be a mix of social and educational, with the goal being to enhance the commuter life experience at Pace. A minimum of four programs must be run by the CA each semester. The CA will work with the SDCA Marketing Intern to create marketing for these events. (2) Serve as a mentor for commuters as needed. This may include, but is not limited to, helping commuters learn about how they might becoming involved on campus, giving commuters advice on scheduling both classes and social experiences. (3) Meet at least bi-weekly with direct supervisor for 1-on-1 meetings. This is at the discretion of the supervisor; if more meetings are necessary, weekly meetings will be scheduled. The CA will also attend Focus Group meetings and Committee meetings as time permits.

General Administration: (1) Schedule at least 5 office hours per week between 9am-5pm in the SDCA office; (2) General customer service to work with students who stop in during set office hours. (3) Working knowledge of OrgSync, events.pace.edu, Eventbrite, as well as office policies and procedures will be necessary; (4) Manage office documents and systems surrounding role – i.e. attendance of commuter programming, assessment of services, etc. (5) Prepare and manage assessment and evaluation data; (6) Help manage the Commuter Life programming budgets by tracking funds used for each program. (7) Perform other duties as assigned or requested.

MINIMUM QUALIFICATIONS: (1) Previous leadership, programming and/or office experience preferred. (2) Strong communication skills. (3) Must attend a mandatory training at the beginning of each semester.

Note: Due to position requirements, you must be available for evening and weekend work.

BENEFITS:
◊ $9.00 per hour for office work and event management
◊ Professional development opportunities through planning and implementing events
◊ Gain hands-on collaborating with college aged students.

If you have any questions about the position, please contact Christine Bogulaski, Coordinator for Student Development at 914-773-3767 or cbogulaski@pace.edu.