Position Purpose: The Campus Activity Assistants (CAA) position assists the entire staff within the Center for Student Development & Campus Activities (SDCA) with administrative duties, program development, leadership training, and other assigned tasks.

Essential Functions:
Meetings: (1) Meet with student organization leaders to discuss, implement, and assess campus programs in conjunction with the staff; (2) Work with student organization leaders to help plan events to make sure compliance standards with University policies are met; (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; and, (4) Attend monthly staff meetings as required by SDCA.

Event and Programming Responsibilities: (1) Assist students with planning and implementing programming for their student organizations; (2) Plan and assist SDCA with programs, including but not limited to Preview Weekends, Homecoming, Circle of Greeks, Student Involvement Fair, Open House, common hour events, and other related program initiatives; (3) Serve in a rotation with other CAA S to be present at or chaperone campus events, including programs, parties and short distance travel, including but not limited to events scheduled for nights and weekends; and, (4) Assist with setup, trouble shooting and cleanup of programs.

General Administration: (1) Schedule at least 8 office hours per week between 9am-5pm; (2) general customer service and front office management (3) Working knowledge of OrgSync, events.pace.edu, eventbrite, as well as office policies and procedures will be necessary; (4) Create, revise, and manage office documents including Flash Flash (5) Assist with preparing rosters and contact information for Student Organizations; (6) Prepare and manage assessment and evaluation data; (7) Assist in the maintenance of office calendar(s) (8) Process financial paperwork needed for student organization programs; and, (9) Perform other duties as assigned or requested.

Minimum Qualifications: (1) Previously leadership and/or office experience preferred. (2) Must have been awarded maximum Work Study allotment from the University ($2,000 or more/semester). (3) Availability to attend mandatory training in September.

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

Benefits: $10.00 per hour for office work and event management - Professional development opportunities through planning and implementing events - Opportunity to chaperone student organization trips at no cost - Gain hands-on collaborating with college aged students. If you are interest in applying for this position, please contact