

**Position Overview:** Student Staff Assistants are the heart of the center and in essence the "face" of the Center for Leadership & Engagement, assisting with the management of many day-to-day functions that are crucial to the success of our mission. Staff members are responsible for all administrative tasks that occur at the front desk and supporting all leadership events, service projects, volunteerism efforts and student organizational support initiatives.

### Office Administration

- ✓ Answer phone calls/emails in a friendly, courteous, and helpful manner. Communicate messages to appropriate staff
- ✓ Greet all visitors in a friendly, courteous, and helpful manner setting a positive and welcoming tone for the reception area
- ✓ Assist in banner design, flyer distribution for campus posting & the updating of all CLE bulletin boards
- ✓ Assist with projects such as campus mail retrieval, filing, updating of records, log book maintenance and basic data entry
- ✓ Communicate accurate & appropriate information to the campus community through CLE Social Media accounts
- ✓ Perform other duties as assigned related to the Center for Leadership & Engagement

### Group Facilitation & Education

- ✓ Attend regular staff meetings, trainings, staff development sessions, office events & functions
- ✓ Collaborate with all staff in the daily operations of the Center for Leadership & Engagement
- ✓ Assist with the training and development of the campus community online management system, HuskySync
- ✓ Co-facilitate Level 1 workshops for the Leadership Certification program as a 'Leadership Trainer'
- ✓ Assist with the presentation of selected Level 2 workshops for the Leadership Certification program
- ✓ Organize and lead teambuilding workshops and student organization executive board training programs
- ✓ Serve as a proctor for various leadership workshops & compile all necessary reports
- ✓ Conduct CLE information presentations to students in classrooms and student organizations about opportunities to get involved & gain leadership skills
- ✓ Serve as a role model who exhibits strong characteristics of the Good Work Model (*Excellence, Ethics, Engagement*)



### Event Management

- ✓ **Must help with the pre-planning needs & attend the following annual CLE sponsored events:**  
**Fall Semester:** Activities & Involvement Fair in August; Haunted Husky Hollow in October  
**Spring Semester:** Husky Student Leadership Summit in February; Springfest in April
- ✓ **Assist, as needed, with various CLE sponsored or co-sponsored events and initiatives.** Sample events and initiatives may include, but are not limited to:  
**Fall Semester:** Voter Registration, AGAPE, Animal Shelter Care, Camp Victory, Adopt a Street, Quest Field Service, Empty Bowls, Trick or Treat for UNICEF, Family Style Thanksgiving Dinner, Project Elf, and Blood Donor Drives for Geisinger Lifesource and American Red Cross  
**Spring Semester:** Spring Activities Involvement Fair, SSA Group Process Night, Animal Shelter Care, Spring Break Service Trip, Egg Hunt for Endometriosis, Kids Fun Carnival, The Big Event, End of Year Donation Drive, LCP Recognition Luncheon and Volunteer Appreciation Week

### Work Hours:

Hours to be covered are: Monday – Friday: 9am – 4pm  
*(Additional Evening & Weekend hours will be required depending on scheduling of CLE workshops & events)*

### Qualifications

- ✓ Preferred experience as a member of a student organization, club, service group, sports/intramural team on campus
- ✓ Maintain a minimum of a 2.25 cumulative GPA prior to and throughout the period of employment
- ✓ Must be in good social standing (university code of conduct) at time of application and throughout the period of employment
- ✓ Must maintain full-time student status during the fall, spring and summer (if funds are available) while employed
- ✓ Must complete all required clearances and not be under criminal or judicial sanctions at the time of employment
- ✓ Must have completed CLE Leadership Level 1 Certification program *prior to beginning of employment*



### Special Knowledge, Skills, or Other Abilities:

- ✓ Maintain a positive working attitude, value for teamwork & display professionalism at all times (including in social media)
- ✓ Excellent verbal and written communication skills, public speaking skills, critical thinking skills and group facilitation skills
- ✓ Ability to use Microsoft Office (e.g., Excel, PowerPoint, Publisher, Word)
- ✓ Ability to work in a highly innovative, energetic, and fast-paced work environment
- ✓ Ability to interact with a diverse group of individuals in a respectful manner & maintain composure in challenging situations
- ✓ Ability to genuinely focus on leadership skills development, civic engagement, social justice and 'service to others'

**How to Apply:** Fill out the "CLE NEW Staff Application" available on HuskySync in the Center for Leadership & Engagement portal by Friday, March 1, 2019. Application can be found under "Forms" in the Center for Leadership & Engagement HuskySync portal. Any questions? Please contact [gkinzel@bloomu.edu](mailto:gkinzel@bloomu.edu)

**Staff Training:** All Student Staff Assistants in the Center for Leadership & Engagement are required to participate in various Staff Training sessions scheduled throughout the academic year. For Fall 2019, Student Staff Assistants will be expected to arrive back early and begin training at 8am on Friday, August 23, 2019. Training will continue throughout that weekend on Saturday, August 24, 2019 and require staff assistance with welcome back weekend events on Sunday, August 25, 2019.

### Remuneration & Performance Appraisal

As a full time undergraduate student in work study position, a Student Staff Assistant may not work more than 20 hours in a week. They may also not hold any other work study position. Student Staff Assistants must file and complete their 2019-2020 FAFSA and employment application with Financial Aid at least one month prior to start of employment. In addition, all required clearances must be completed and submitted. Evaluations of staff performance will be provided and be used in the 'request for rehire' process each semester. Once hired, in order to be eligible for rehire, all SSAs must successfully complete Level 2. SSAs are encouraged to pursue their leadership capstone experience by completing Level 3 of the CLE Leadership Certification program (after they are Level 2 certified).

*Bloomsburg University of Pennsylvania is committed to equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran status.*