

## ***Student Assistant Job Description Campus Life Team***

### **Position Summary**

The Campus Life Student Assistant serves as a point of contact for student groups and other stakeholders within the Campus Life and Student Union offices. The Campus Life team's primary responsibility is to provide customer services to student groups using Campus Life and Student Union resources and to be a source of information for students who have questions about student groups and Campus Life staff.

### **Primary Tasks**

- Greet visitors to the Campus Life office and directing where needed
- Assist student groups with the process of turning in receipts, check requests, using SU Finance, How Things Work, available resources in the work room
- Receive and catalog packages delivered to Student Union groups/notifying groups of package delivery
- Organize and replenish student work room supplies
- Staff the Student Union paint room
- Assist Campus Life staff with general office tasks as assigned
- Assist the Business Coordinators with financial tasks as assigned
- Complete other duties as assigned

### **Requirements**

- Currently enrolled student at Washington University in St. Louis
- Knowledge and comfort with current technology
- Ability to communicate with staff and clients, take direction, and self-motivate
- Eligible for Federal Work Study (highly preferred)
- Previous experience with SU Finance (highly preferred)
- Ability to problem solve

### **Training and Supervision Received**

All DUCSA's are required to attend a comprehensive training at the beginning of the semester and DUCSA monthly meetings thereafter. All new student employees must complete a series of training modules in the spring as a condition of their hire. The Danforth University Center Fun Room Student Assistant reports to the Fun Room Student Manager. All student assistants ultimately report to the Director of the Danforth University Center and work collaboratively with all members of Campus Life.

### **Hours and Payment**

Campus Life Student Assistant will cover the Business Coordinator window or Campus Life front desk during the hours of 10:30 a.m. – 7:00 p.m. Monday through Friday and Noon- 5:00 p.m. on Saturdays and Sundays. Students will staff the paint room Saturdays and Sundays from 10:00 a.m. – 6:00 p.m. Starting pay will be \$9.45/hour.