

JOB TITLE: Student Life Event Assistant**WORK AREA:** Student Life**AREA HOURS:** 10-15 hours per week (Academic year)**PREFERRED HOURS OF AVAILABILITY:** 8:00am – 4:30pm Monday -Friday

This job description highlights the general responsibilities, qualifications, required dates of availability, compensation, application process, and intended learning outcomes for student staff. The Department of Student Life is searching for creative, forward-thinking, and motivated students with a passion for event planning. The primary roles of this position are to assist with planning and running campus events, marketing events and assistance with other Student Life programs.

DUTIES AND RESPONSIBILITIES:

- Help plan and work campus events and activities
- Promote events through print, social media and in-person efforts
- Update display cases and campus bulletin boards
- Assist in HIVE Supply as needed
- Sign-in and log hours worked each day
- Perform other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES AND OTHER QUALIFICATIONS:

- Excellent verbal and written communication skills
- Ability to work independently and take initiative
- Willingness to be featured on Student Life social media platforms
- Ability to lift up to 50 pounds
- Knowledge of Instagram, Twitter, and TikTok (*Preferred*)
- Cumulative GPA of 2.0 or higher
- Be free of violations - RCTC Student Code of Conduct & Academic Dishonesty

General Expectations:

- **Schedule Changes:** Notify your supervisor or lead worker in advance of any schedule changes or absences.
- **Breaks:** You may take one 15-minute break for every four consecutive hours worked.
- **Use of Personal Devices:** Limit personal phone calls, texting, and use of social media (e.g., Facebook) during work hours. These should be handled during your break or while off duty.
- **Entertainment During Work Hours:** Refrain from playing games, watching TV, or streaming movies while on the clock.
- **Visitors:** Work time is reserved for job responsibilities. It is not appropriate for friends to hang out with you while you're working.

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?☒ Yes ☐ No**NUMBER OF STUDENT'S NEEDED:** Summer 0 Academic Year 1**TYPICAL WORK HOURS:** ☒ Daytime ☒ Evening ☒ Weekends**PERFORMANCE REVIEW:**

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:
(Please Print)

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