

BENTLEY

Student Programs & Engagement

Job Description – Student Organization Assistant

Position Title: Student Organization Assistant

Department Team: Student Organization Support Team

Pay Rate: \$15.00 / Hour

Supervisor: Program Coordinator, Student Programs & Engagement

Position Summary

Student Organization Assistants serve as the primary support system to student organizations as they navigate various events, activities, and tasks within their organization. Student Organization Assistants support all aspects of student organization logistics, planning, and events. Student Organization Assistants will provide top-tier services to all organization members, ensuring that each group has the resources they need to be successful.

Responsibilities

- Serve as a primary point of contact for student organization support, including answering questions and meeting regularly with organization members to provide assistance, guidance, and resources.
- Assist student organization members with administrative tasks such as contracts, liability waivers, travel authorizations, EMS space reservations, event planning, and CampusGroups utilization.
- Assist student leaders with management of their organization, including retention of membership, organization expansion, conflict management, dismissal of executive board members, and any other interpersonal concerns that may arise within a group.
- Provide guidance and support as organizations plan and execute large scale events, including completion of checklists to ensure administrative tasks are completed within required timeframes.
- Strategize ways to improve an organization's presence on campus using different marketing techniques including social media marketing, physical marketing, and other successful approaches.
- Monitor the team email account and CampusGroups submission forms, communicating professionally and in a timely manner to students and organizations seeking support and assistance.
- Create and facilitate student organization trainings to better inform and educate organizations on all policies and processes.
- Assist student organizations with collecting and assessing program feedback and evaluations.
- Facilitate student organization constitution review to encourage regular and relevant updates.
- Assist with planning and executing traditional student organization events within SP&E, including but not limited to Activities Fair, SPEak Awards, Student Leader Elections, etc.
- Attend occasional one-on-one meetings with Student Engagement Intern.
- Other duties assigned by the Student Programs & Engagement Professional Staff.

Scheduled Shift Times

Student Organization Assistants are required to hold eight office hours each week within the Student Center. Drop-in office hours will be held between the hours of 12:00PM – 5:00PM. Staff will also be required to provide three hours of availability for scheduled advising sessions with student organization members. Scheduled office hours remain the same each week. Shifts are the responsibility of the person assigned to the shift and staff must find coverage for shifts they cannot work. Additional hours will be outlined with the supervisor for larger events planned by the Student Programs & Engagement Team.

Qualifications

- Must have experience within a student organization or a willingness to learn.
- Must be a reliable, trustworthy, team player who will be a contributing member of the staff.
- Must have the ability to manage several projects at once.
- Must have the ability to communicate with team and supervisor on a regular and frequent basis, both in-person, and remotely. Communication cannot be done only in office hours.
- Must act in a professional manner and as a positive representative of the department.
- Must have the ability to work a minimum of eight hours per week and must give availability of fifteen hours for scheduling purposes.
- Must follow all Student Organization Support Team and Student Programs & Engagement employment policies.
- Must attend all Organization Support Team staff meetings and trainings.
- Must be able to return to campus early for mandatory training at the beginning of each semester. Staff members who live in campus residence halls will be approved to move into their rooms early for training.
- Must remain an enrolled undergraduate student at Bentley University, in good academic and judicial standing with the university throughout the length of employment. Current staff members can apply to return to the staff during their graduate year(s).

Mandatory Dates

Tentative Fall 2023 Semester Training: August 27 – September 2

Tentative Spring 2024 Semester Training: January 17 – January 21

All SP&E Student Employment Staff Meeting: October 18 & March 20

Team Meetings: Every other Tuesday, 2:00 PM – 3:00 PM

- Attendance at all mandatory dates is expected from staff members. Candidates must address any potential conflicts during the interview process.
- Prior approval must be requested and granted in order to miss a mandatory obligation.
- Training dates are tentative. Please check with your supervisor before making travel arrangements.