

Job Title: Involvement Assistant
Organization Name: Office of Student Life (OSL)
Reports to: Leah Erben (Marketing Communications Manager) and the Marketing Project Manager (Student Lead)



Job Objective: Encourage students to get involved with the Office of Student Life by meeting with students throughout campus, tabling at events, and assisting with Student Life marketing projects

Responsibilities:

- Collaborate with other student involvement assistants to answer students' questions, hand out pluggers, and promote involvement opportunities
- Table on behalf of the OSL at assorted on-campus events
- Thoroughly understand what the OSL is and what involvement opportunities are available for students (student organizations, campus events, service opportunities, and Fraternity & Sorority Life)
- Help lead OSL giveaways and hand out assorted free items and snacks to students
- Provide general event support

Required qualifications:

- Must be current GVSU student enrolled in at least 6 credits
- Comfortable talking to students and encouraging them to get involved
- Enthusiastic about Student Life
- Active in some part of Student Life (member of a student org, attend CAB events, involved in OSL service events, or a part of Greek Life) or planning on becoming active in Student Life
- Available to work various shifts on campus throughout the academic year (hours will vary week to week; typically won't be more than six hours weekly)
- Must be available to work occasional evenings and weekends

Preferred qualifications:

- Interested in marketing, advertising, communications, event planning, and/or social media

Compensation: Compensation starts at a level 3A (\$10.83/hr) and increases based on time in the position

Description of organization: The Office of Student Life strives to engage students in a variety of experiences that will offer opportunities for growth and development. Through the many programs, services, and leadership opportunities offered, students are provided with an environment to gain skills that will complement their academic programs and help prepare them for the future.

How to apply: Deadlines and information about applying for this position can be found online at gvsu.edu/promotions/apply