Position: Student Worker
Classification: Part-time (10 hours/week)
Reports to: Kristen Temple (Coordinator), works closely with Sidney Owens (Graduate Assistant)
Pay: $8.25 - $8.50/hour

Summary
Off Campus Student Services is hiring one student worker to begin work in mid/late May and continue through summer 2018, with the potential to stay longer after evaluations. Student worker will be responsible for office communication (email, phone calls, social media, etc.), assisting with tabling at Summer Welcome Fairs, and marketing.

Responsibilities
- Office Tasks
  - Eight to ten office hours per week in Off-campus Student Services work space or other locations as assigned by the Graduate Assistant or Coordinator; hours will be determined based on student’s availability in collaboration with the Graduate Assistant and Coordinator
  - Communication: answer email, phone calls, social media, etc.
  - Check mailbox
  - Update posts on Orgysnc
  - Table at Summer Welcome Fairs
  - Conduct in-person consultations with students regarding housing needs.
  - Expanded Responsibilities When School is in Session
    - Assist at office events and programs
    - Collaborate with GA to plan and implement programming
- Social Media (OrgSync, Facebook, Twitter, Instagram)
  - Completing to-do lists (OrgSync)
  - Daily posting- some content provided by GA or Coordinator, other is up to student worker’s research
  - Expanded Responsibilities When School is in Session
    - Creating polls (OrgSync, Facebook)
    - Increased daily posting
- Tangible Marketing
  - Marketing general office services and programs
  - Distributing magazines (Get permission to place magazines in different/new offices, on coffee tables, racks, etc.)
Digital advertising
- Through Plasmas and Websliders
- Contact offices to request advertisement of our events

Expanded Responsibilities When School is in Session
- Create MU Infos for events
- Put out sandwich boards prior to events
- Reserve sandwich boards from WRC & Student Life
- Reserve WRC golf cart
- Marketing in Speaker’s Circle
- Distributing event flyers to buildings and other specified locations

Training
- Informal training will be conducted by GA and current Student Worker. Opportunities for professional development may arise.
- University requires Human Resource trainings via web.

Qualifications
- Any educational background. (An interest in marketing, business, or hospitality may be beneficial.)
- Ability to work as a team and as an individual. Weekly check-ins will occur with GA and/or Coordinator.
- Customer service and communication skills preferred.
- Experience with social media and marketing is preferred.

Contact Information:
Please email a copy of your resume and cover letter to offcampus@missouri.edu. If you have questions or concerns, you may call our office at 573-882-1753.