

Holy Cross College
Student Employment
Fall 2019

Title: **Student Activities Assistant**

Department: Student Affairs

Supervisor: Bill McKenney

Email: bmckenney@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor.

Rate of pay: \$7.25 per hour

Location: V-168

Purpose

This position assists the Senior Director of Student Activities and Campus Operations as needed with College student activity programming.

Essential Job Duties:

- Assist with advertising and marketing of student activities and SGA events
- Manage the FYI and advertisement boards on campus
- Assist with preparation and logistics for campus events
- Assist with advertising and marketing of student activities and SGA events
- Assist with preparation and logistics for campus events, projects and tasks needed to successfully execute the campus wide initiative of student activities

Minimum Education, Skills and Abilities:

- Ability to work flexible schedule to meet the needs of the College student activities programming
- Positive attitude to promote student programming