ACTIVITIES ASSISTANT
(Program Assistant)

Activities Assistants are tasked with planning, executing and evaluating Eastman’s annual events calendared by the Office for Student Activities. Activities Assistants will also work with the Office of Student Affairs to support the daily administrative operations of the office and provide administrative staff support to the Asst. Dean of Student Affairs, Asst. Director for Student Activities & Engagement, and Area Coordinator. Responsibilities for the Campus Activities Board begin the fall semester following Spring recruitment and conclude at the end of the academic year.

RESPONSIBILITIES

Event Development
- Critically consider the needs and wants of the student body to guide event planning and development

- Collaborate with team members to plan and assist in leading large and small-scale social programs throughout the academic year (i.e. Freeze Fest, Winter Ball, Spring Fling, etc.)

- Assist in programming and engagement initiatives to enhance student experience

- Attend weekly meetings with the Campus Activities Board to review logistics for upcoming events

- Develop and execute a social media/marketing plan to advertise events on campus

- Communicate with vendors and campus partners to schedule events or services as necessary

- Work with student organizations who partner with the Office for Student Activities for events

Program Execution Assistance
- Serve as a representative of the Office for Student Activities at Eastman, assisting with the implementation and supervision of activities, programs and events

- Provide day-of support for events as assigned by the Assistant Director for Student Activities (i.e. set-up, check-in, tear down, policy management, etc.)

Administrative and Operational Support
- Respond to event inquiries within the Campus Groups website

- Perform general office tasks like filing, copying, scanning, data entry, etc.

- Maintain, clean, and organize workspaces/storage closets

- Other duties as specified by professional Student Affairs staff

Other duties as specified by professional Student Affairs staff
ACTIVITIES ASSISTANTS

QUALIFICATIONS

Required:
- Must be in good academic standing at Eastman with a minimum GPA of 3.25
- Must be in good disciplinary standing at Eastman with no social probationary status
- Must be registered as a full-time student for the upcoming academic year
- Must be available to work at least 5-10 hours weekly
- Must demonstrate creativity and be resourceful
- Must demonstrate a commitment to understanding and upholding the University of Rochester’s MELIORA values

Preferred:
- Resides in the Student Living Center for the 2021-2022 academic year
- Holds Sophomore or Junior status at Eastman for the 2021-2022 academic year
- Demonstrates campus involvement through clubs, organizations or other student leadership opportunities at Eastman
- Demonstrates strong organizational and communication skills (written and verbal)
- Demonstrates adaptability when met with changes
- Possesses prior event planning experience on or off campus
- Possesses the ability to work independently and within a team of student/professional staff
- Possesses a proficiency with Instagram, Facebook, and YouTube
- Possesses a proficiency with Microsoft Office, Canva and Apple iOS

COMMITMENTS & COMPENSATION

COMPENSATION
$12.50/hour

COMMITMENTS
At least 4 hours weekly
(8-10 hours preferred)

STAFF CONTACT
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wsimmons@esm.rochester.edu

OFFICE CONTACT
585.274.1106
studentactivities@esm.rochester.edu

APPLY ONLINE AT
esm.rochester.edu/studentaffairs

Applications due March 26!