

## **Student Specialist #1 Position Description**

**Position:** Student Specialist #1  
**Department:** Leadership and Community Connections, Dean of Students Office  
**Rate of Pay:** \$8.50 per hour  
**Hours per weeks:** 10 hours  
**Reports To:** Graduate Assistant, Leadership and Community Connections  
**Time Period:** August 15, 2016 – May 13, 2017

### **General Statement of Purpose and Duties:**

Leadership and Community Connections, a unit of the Dean of Students Office, offers a variety of programs and services related to leadership development, volunteering and civic engagement, and special student populations (off-campus students, nontraditional students, transfer students).

Student Specialist #1 will support the unit by assisting with various projects and programs.

### **Principal Duties and Responsibilities:**

1. Assist with planning and execution of Trick or Treat for Change.
2. Assist with planning and execution of a variety of programs and service projects for the leadership and service living learning community, including attending the events.
3. Support ISULeads.
4. Develop the LCC alumni newsletter.
5. Attend RSO and classroom meetings to promote LCC or specific programs.
6. Assist with other unit projects and events as needed.

### **Skills Sought:**

- Personal interest in community service and/or leadership development
- Event planning
- Strong customer service and communication skills
- Independent and self-starter
- Attention to detail and organized
- Ability to perform tasks promptly and professionally independently and in a team
- Experience with Microsoft Word and Excel

Selected candidate will be expected to participate in 12 passenger van training and periodically drive a van as part of work duties. This position requires occasional nights and weekends.

*Students in leadership positions within Alternative Breaks or Leaders of Social Change (executive board, trip leaders, etc.) and members of the Leadership & Service lifestyle floor are not eligible to apply.*

*All student employees in the Dean of Students Office must have good academic and disciplinary standing to obtain employment.*

## **Student Specialist #2 Position Description**

**Position:** Student Specialist #2  
**Department:** Leadership and Community Connections, Dean of Students Office  
**Rate of Pay:** \$8.50 per hour  
**Hours per weeks:** 10 hours  
**Reports To:** Graduate Assistant, Leadership and Community Connections  
**Time Period:** August 15, 2016 – May 13, 2017

### **General Statement of Purpose and Duties:**

Leadership and Community Connections, a unit of the Dean of Students Office, offers a variety of programs and services related to leadership development, volunteering and civic engagement, and special student populations (off-campus students, nontraditional students, transfer students).

Student Specialist #2 will support the unit by assisting with signature service projects and LeaderShape ®.

### **Principal Duties and Responsibilities:**

1. Assist with planning and execution of September Service, Holiday Helper, MLK Day of Service, and Bring It Back to Normal.
2. Serve as the on-site student coordinator for LeaderShape.
3. Prepare the weekly LCC listserv listing of volunteer opportunities.
4. Attend RSO and classroom meetings to promote LCC or specific programs.
5. Assist with other unit projects and events as needed.

### **Skills Sought:**

- Personal interest in community service and/or leadership development
- Event planning
- Strong customer service and communication skills
- Independent and self-starter
- Attention to detail and organized
- Ability to perform tasks promptly and professionally independently and in a team
- Experience with Microsoft Word and Excel

Selected candidate will be expected to participate in 12 passenger van training and periodically drive a van as part of work duties. Selected must have attended LeaderShape or anticipate attending the May 2016 session. This position requires occasional nights and weekends.

*Students in leadership positions within Alternative Breaks or Leaders of Social Change (executive board, trip leaders, etc.) and members of the Leadership & Service lifestyle floor are not eligible to apply.*

*All student employees in the Dean of Students Office must have good academic and disciplinary standing to obtain employment.*

## **Social Media Specialist Position Description**

**Position:** Social Media Specialist  
**Department:** Leadership and Community Connections, Dean of Students Office  
**Rate of Pay:** \$8.50 per hour  
**Hours per weeks:** 10 hours  
**Reports To:** Specialist, Leadership and Community Connections  
**Time Period:** August 15, 2016 – May 13, 2017

### **General Statement of Purpose and Duties:**

Leadership and Community Connections, a unit of the Dean of Students Office, offers a variety of programs and services related to leadership development, volunteering and civic engagement, and special student populations (off-campus students, nontraditional students, transfer students).

The Social Media Specialist will manage Facebook, Twitter, and Instagram for Leadership and Community Connections and Off-Campus Services.

### **Principal Duties and Responsibilities:**

1. Develop, schedule, post, and analyze content for 6 social media platforms.
2. Serve on the unit social media team and work closely with unit graphic designer to develop content.
3. Monitor social media for responses and sharing/retweeting/etc. relevant information; engage with campus and community partners via social media.
4. Utilize analytics to increase followers and reach and inform future content.
5. Other duties as assigned to support the work of the unit.

### **Skills Sought:**

- Experience with Facebook, Twitter, and Instagram for an organization, business or other entity
- Experience with social media analytics
- Creativity
- Independent and self-starter
- Attention to detail, organized, and able to create error free content
- Ability to perform tasks promptly and professionally independently and in a team

This position requires occasional nights, weekends, and school breaks. This position requires occasional nights and weekends.

*Students in leadership positions within Alternative Breaks or Leaders of Social Change (executive board, trip leaders, etc.) and members of the Leadership & Service lifestyle floor are not eligible to apply.*

*All student employees in the Dean of Students Office must have good academic and disciplinary standing to obtain employment.*

**Off-Campus Ambassador  
Position Description (2 positions available)**

<b>Position:</b>	Off-Campus Ambassador
<b>Department:</b>	Leadership and Community Connections, Dean of Students Office
<b>Rate of Pay:</b>	\$8.25 per hour
<b>Hours per weeks:</b>	Variable hours position ranging from 0 – 6 hours per week, average hours would be 8 per month
<b>Reports To:</b>	Specialist, Leadership and Community Connections
<b>Time Period:</b>	August 15, 2016 – May 13, 2017

**General Statement of Purpose and Duties:**

Leadership and Community Connections, a unit of the Dean of Students Office, offers a variety of programs and services related to leadership development, volunteering and civic engagement, and special student populations (off-campus students, nontraditional students, transfer students).

Off-Campus Ambassadors strive to support students living off-campus by preparing, students to live off-campus, assisting with identification of living options, and promoting safety, community standards and positive interactions with the Town of Normal.

**Principal Duties and Responsibilities:**

1. Present Off-Campus 101 sessions.
2. Assist students with identifying off-campus housing options via information sessions, fairs, and office hours.
3. Disseminate monthly outreach pieces.
4. Staff events.
5. Participate in bi-weekly staff meetings and other scheduled trainings.
6. Other assigned duties that support the work of Off-Campus Services.

**Skills Sought:**

- Outgoing personality and not afraid to talk to people you don't know
- Comfortable making public presentations
- Ability to work independently
- Dependable
- Flexibility to work a variable work schedule

Must live off-campus during the 2016 – 2017 school year. This position requires occasional nights and weekends.

*Students in leadership positions within Alternative Breaks or Leaders of Social Change (executive board, trip leaders, etc.) and members of the Leadership & Service lifestyle floor are not eligible to apply.*

*All student employees in the Dean of Students Office must have good academic and disciplinary standing to obtain employment.*