

Mission:

The Elliott Student Union serves as the center of campus life, providing University of Central Missouri's students, staff, faculty, alumni and guest with facilities and programs which help to create the community. The Union functions as an integral part of the educational life of the University by unifying the campus and fostering knowledge and understanding among members of the community

Duties and Responsibilities:

- Assist in planning and implementing traffic generating programs for the Elliott Student Union. Areas of focus include the Union Cinema and Union Bowling Center
- Help plan and coordinate Elliott Student Union special events.
- Connect with student organizations to encourage collaboration with the Student Union to enhance the student learning experience outside of the classroom
- Assist in overseeing evening and weekend operations of the Elliott Student Union. Areas of responsibility include: Information Desk, Building Supervisors, Union Bowling Center, ID Office, The Mule Post and Union Cinema
- Assist in development and implementation of student employee training program
- Other duties as assigned

Qualifications:

- Bachelor's degree
- Minimum 3.0 undergraduate GPA
- Enrollment in CSPA graduate program preferred or related field

Other Experience:

- Attention to detail
- Budget-related skills
- Communication skills, including oral, written, and/or nonverbal
- Knowledge of a University environment preferred
- Human Relations/ Interpersonal skills
- Ability to manage multiple concurrent projects and meet deadlines
- Maintain confidentiality

Special Working Conditions:

- On call/standby work required
- Irregular work hours (evening and weekends)
- Professional appearance
- Work in stressful conditions

Compensation:

- \$3750 stipend per semester (minimum of 20 work hours per week is required)
- Tuition scholarship
- Dining Dollars
- On campus apartment
- Parking permit