

Mission: As the center of student life on campus, The Elliott Student Union (ESU) is a welcoming space that is dedicated to providing facilities, services, and programs while supporting educational life in an environment that creates community and enhances the campus experience.

Duties and Responsibilities:

- Assist in planning and implementing traffic generating programs for the ESU. Areas of focus include the Union Cinema and Union Bowling Center
- Help plan and coordinate ESU special events.
- Connect with student organizations to encourage collaboration with the ESU to enhance the student learning experience outside of the classroom
- Assist in overseeing evening and weekend operations of the ESU. Areas of responsibility include: Information Desk, Building Supervisors, Union Bowling Center, Campus Card Center, and Union Cinema
- Hire, train, supervise and evaluate student employees
- Assist in development and implementation of student employee training program
- Works cooperatively and jointly to provide quality seamless customer service
- Helps fellow employees with their tasks, such as answering the phone and managing front line operations.
- Assist in developing tools for assessment for key programs and services of the ESU.
- Other duties as assigned

Qualifications:

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

Preferred Skills:

- 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
- Efficiency in Google Programs
- 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
- On campus apartment (if available)
- Parking permit