

approved

STUDENT LABOR POSITION DESCRIPTION

Campus Life

Most Recently Updated 10/22/2003

Position Title: Campus Life Programmer
Must work 15 hrs/wk.

1 Grade Level: 4-5

2a Description: The following are the essential duties for a Campus Life Programmer in the Campus Life Department:

- A.** Coordinates and implements activities for the Campus Life Department.
- B.** Acts as a liaison between campus clubs, organizations, residence halls and the Campus Life Department in planning, scheduling and implementing activities.
- C.** Actively participates with the Coalition for Community Building, through weekly meetings and involvement in coalition programming.
- D.** Provides schedule of events to Student Information Coordinator on a timely basis.
- E.** Maintains file of Checklist/Evaluations Forms and uses them to ensure adequate preparation for and records of events.
- F.** Meets regularly with the Director of Campus Life.
- G.** Personally supervises or arranges for supervision of events not covered by CAB or the Services Coordinator.
- H.** Proposes, implements and records budgets for each event and monitors the Campus Life programming budget.
- I.** Serves as a member of the Campus Life Student Supervisor team.
- J.** Performs other job-related duties as assigned.

2b Description: The following are *possible additional* duties for this position:

- A.** Monitor Alumni Building for cohesive functioning in all areas.
- B.** Office duties when time permits.
- C.** See that the workplace and environs are clean.

3 Learning Opportunities:

- A.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- C.** Labor meetings/training.
- D.** Cross-training with other department teams.

- E. Participating in leadership workshops.
- F. Interacting with diverse groups on campus.
- G. Contract agreements, both written and verbal.

4 Basic Qualifications

- A. General: Creativity.
- B. Skill: Leadership skills.
- C. Physical: none.
- D. Academic: Strong standing.

5 Desirable Qualifications:

- A. Attention to detail.
- B. Self-motivated.
- C. Sensitivity to total student population.
- D. Awareness of and/or involvement in Campus Life, CAB, or clubs and organizations.
- E. Experience in programming social/cultural events.
- F. Knowledge of sound equipment.
- G. Experience with budgets.

6 Narrative Summary: Student coordinated and implemented activities for the Campus Life Department; served as liaison among campus clubs, organizations, residence halls and the department in planning, scheduling and implementing activities; actively participated with the Coalition for Community Building and the Campus Life Student Supervisor team; maintained files to ensure adequate preparation for and records of events; met regularly with the Director of Campus Life; personally supervised or arranged for supervision of events not covered by CAB or the Services Coordinator; proposed, implemented and recorded budgets for each event and monitors the Campus Life programming budget. Student may also have monitored Alumni Building for cohesive functioning in all areas; and performed office duties.

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