# FWS Student Assistant Job Description

<table>
<thead>
<tr>
<th>Department:</th>
<th>CETL</th>
<th>Supervisor:</th>
<th>JoEllen P. Myslik</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Community Ambassadors Club Student Assistant</td>
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<tr>
<td>Working Hours:</td>
<td>Vary between 9 am &amp; 6 pm, with some evening &amp; weekend hours – 10 - 12 hour p/week</td>
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<tr>
<td>Pay Level:</td>
<td>III</td>
<td>Hourly Pay Rate:</td>
<td>$9/ hour</td>
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## Job Summary (purpose or nature of work):
Assist with the planning and implementation of new "Community Ambassadors Club", including the organization of events and activities with Cadets and their local "Community Ambassador" families.

## Job Duties:
1. Assist professional staff in maintaining accurate records (both in an online database as well as paper files), including contact information for Cadets and Ambassadors as well as upkeep of background checks.
2. Assist with the marketing of events/activities, including maintenance of social media avenues, shooting & editing videos, creation of flyers, and etc. as necessary.
3. Assist with the production of a monthly newsletter containing information about upcoming Program events/activities and other relevant news.
4. Encourage Cadets to provide feedback about the Program through surveys and written reflections.
5. Assist when possible (based on student's schedule) with any pertinent events throughout the year, which may include evenings and weekends.
6. Conduct administrative duties (note taking, making copies, etc.) as needed.

## Required (or Preferred) Skills, Knowledge, and Abilities:
1. Friendly and outgoing personality while able to maintain professionalism & confidentiality at all times.
2. Strong belief and interest in campus and community collaboration required.
3. Self-directed and able to work collaboratively.
4. Driver's license HIGHLY preferred.
5. Willing to work occasional evening and weekend events with advance notice.
6. Experience with social media and video software desirable.

## Type of Supervision Required:
- [ ] Direct Supervision - Student receives immediate, close and regular supervision
- [x] General Supervision -- Student receives some delegation of responsibility and independence

*Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.*

Student’s Signature: ___________________________ Date: ___________________________
Supervisor’s Signature: ___________________________ Date: ___________________________