

DEPARTMENT OF STUDENT LIFE
Application for Student Employment

(please type or print legibly)

Date: _____

Position for which you are applying: **STUDENT INVOLVEMENT ASSISTANT**

For which semester(s) – circle all that apply: **Fall** **Spring** **Summer**

Do you have Work/Study eligibility? _____

Name: _____

Address/City/State/Zip: _____

Phone: _____ Email: _____

CSU ID #: _____ Major: _____

How long have you attended CSU? _____

Please list any student/campus organizations of which you are currently a member:

Describe what interests you about this position:

Describe special skills you would bring to this position (e.g. computer, typing, etc):

**Please attach an additional sheet if you need more room to
answer these questions**

– Please also attach a resume if available –

PAST WORK EXPERIENCE

Employer _____ **Dates** _____

Supervisor's Name _____ Phone No. _____

Duties Performed

Employer _____ **Dates** _____

Supervisor's Name _____ Phone No. _____

Duties Performed

Employer _____ **Dates** _____

Supervisor's Name _____ Phone No. _____

Duties Performed

MAY WE CONTACT YOUR FORMER EMPLOYERS FOR REFERENCES? _____

Please provide the name, title, phone, and email for three professional references (if different from those listed above):

- (1) _____

- (2) _____

- (3) _____

**PLEASE PROVIDE YOUR SCHEDULE ON THE FOLLOWING SHEET
(CLASSES & OTHER COMMITMENTS)**

[RETURN COMPLETED APPLICATION TO STUDENT LIFE - SC 319 \(after July 26\)](#)

SCHEDULE

Please list all class and other commitments below

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am					
8:30am					
9:00am					
9:30am					
10:00am					
10:30am					
11:00am					
11:30am					
12:00pm					
12:30pm					
1:00pm					
1:30pm					
2:00pm					
2:30pm					
3:00pm					
3:30pm					
4:00pm					
4:30pm					
5:00pm					
5:30pm					
6:00pm					
6:30pm					
7:00pm					
7:30pm					
8:00pm					



DEPARTMENT OF STUDENT LIFE

CENTER FOR STUDENT INVOLVEMENT

- Student Assistant Position Description -

Position Title	Student Involvement Assistant
Supervisor	Director, Student Involvement and/or designee(s)
Hourly Salary	\$8.00 – 8.50 per hour
Hours / Week	Up to 20

QUALIFICATIONS & REQUIREMENTS

1. Enrolled in 6+ credit hours per semester during tenure of position
2. Excellent oral/written communication skills and ability to interact effectively with a diverse population
3. Strong computer skills; experience with data entry, database management, MS Access/Excel preferred
4. Experience/knowledge of CSU Student Organizations and/or Greek Letter Organizations preferred
5. Federal Work Study eligibility required

BASIC DUTIES

General Student Organization Administration

1. Assist with tracking and reconciliation of student organization budgets
2. Serve as communication liaison/data collector with organizations; e.g. updating membership rosters, managing email distribution database, etc.
3. Perform basic office work; e.g. answer phones, filing, monitor/distribute student organization mail
4. Support oversight of student organization work stations and mail boxes

Constitution Review Subcommittee

5. Assist with basic constitution review duties; e.g. schedule meetings, establish files, etc.
6. Verify participation of “Charter Members” via phone or email communication
7. Maintain constitution historical files; verify/review existing constitutions for accuracy

Greek Life

8. Attend Greek Council meetings and assist Greek Coordinator with council activities as necessary
9. Support Greek Life data collection/assessment activities; research/catalogue CSU Greek Life history
10. Assist with outreach and response to prospective Greek Organizations, other Colleges/Universities, and inquiring students

Miscellaneous

11. Staff the Center for Student Involvement reception area as needed
12. Assist in preparing materials and conducting research associated with Center for Student Involvement committees/projects/assessment initiatives
13. Attend Center for Student Involvement staff meetings
14. Support Center for Student Involvement and Department of Student Life special event planning and facilitation; staff events as needed
15. Staff the Department of Student Life reception area on select days from 12-1pm and 5-6pm
16. Establish and adhere to a regular work schedule as approved by Supervisor(s)
17. Meet with Supervisor(s) on a regular basis

Other duties not specified in this description may need to be fulfilled per assignment of Supervisor(s) or Dean of Students in order to successfully uphold Department of Student Life mission/goals.