Title: Commuter Student Assistant

Location: Student Center Room 366

Job Type: Student Assistant

Days Needed: Varies

Job Description:

Reporting to the Coordinator of Commuter Student Programs and Services (CSPS), Student Assistants will assist the Office of CSPS enhance the experience of commuter students and create an environment that supports, connects and engages students. This includes assisting with efforts to support commuter students in their persistence at Montclair State University. This job requires availability on some (not all) weekends and evenings.

Primary Responsibilities:

- Act and serve as representative of the and advocate for commuter students at Montclair State
- Assist with the planning, development, execution, of commuter student programs and services
- Develop marketing and publicity of programs, events and services through various social media outlets, tabling and face-to-face interaction
- Create and assist in the planning of programs that specifically target commuter students
- Maintain inventory of equipment and supplies
- Maintain a professional relationship with various campus departments, clubs, and organizations
- Upkeep Hawksync with office events and news posting
- Write and create helpful news items for monthly Commuter News
- Responsible for swiping ID’s of attendees
- Other duties as assigned

Qualifications:

- Passionate about assisting the commuter population
- Interest in program planning
- Morning, Midday and some evening availability required
- Knowledgeable with technology such as Hawksync and social media
- Detail oriented
- Excellent written/oral communication skills

Federal Work Study is NOT required to apply to be a Student Assistant

Any questions or concerns? Contact Antonio Talamo, Coordinator of CSPS at talamoa@montclair.edu

Applications close July 13, 2017 at 11:59pm

Application Instructions:

Please apply on Hawk Sync on the “Office of Commuter Student Programs & Services” portal.