Center for Student Involvement

**Title:** Weekend Program Assistant

**Location:** Center for Student Involvement, SC

**Job Type:** Student Assistant

**Days Needed:** Weekends

**Job Description:**
Reporting to the Coordinator of Student Activities, the Weekend Program Assistant has the role of assisting in the creation of weekend activities as needed and overseeing events. The general job entails event planning, marketing/advertising and execution. This job requires availability on some (not all) weekends.

**Primary Responsibilities:**

- Responsible for facilitating 2 movie showings on designated weekends
- Responsible for maintaining security of movie DVD
- Responsible for swiping ID’s of attendees
- Responsible for ensuring maintenance of event locations
- Create and assist in the planning of programs that are scheduled for Friday, Saturday or Sunday on campus
- Market and advertise weekend activities through tabling, social media, and face to face interactions
- Create and maintain weekend activity calendar
- Maintain records for event details
- Carry out scheduled events (Execution and follow-up)
- Create and manage social media accounts
- Maintain a professional relationship with various campus departments
- Maintain contact with Professional Staff on duty as needed
- Complete Incidents Reports regarding situations at events as needed
- Complete Program Reports after each event
- Maintain confidentiality regarding student staff/advisee information
- Act as a representative of the Student Center, Center for Student Involvement, Division of Student Development and Campus Life and Montclair State University at all times
- Other duties as assigned

**Qualifications:**
Student should have efficiency in typing and should be able to store and open audio files on their personal computer. Student should have good organizational skills and be dependable. Communication skills are also highly desired. *This is a Federal Work Study Position.*

**Application Instructions:**
- Please send resume and three references to D Evening and weekend availability required
• Interest in program planning
• Experience using social media/ HawkSync
• Detail oriented
• Excellent written/oral communication skills

**Application Instructions:** Please apply on Hawk Sync on the “Weekends @ Montclair” portal.