The Center for Leadership Development and Campus Connections

**Title:** One on One Involvement Specialist

**Location:** Student Center Room 104M

**Job Type:** Volunteer or Federal Work Study

**Days Needed:** Flexible / 5 – 8 hours a week

**Job Description:**

The primary focus for this role is to reach out to uninvolved students through hosting info tables, walking up to students in the Student Center, setting up 15 minute one on one meetings with students to help understand their interests to best connect them, and finding creative ways to get students connected to MSU through new initiatives.

**Primary Responsibilities:**

- Assist with managing logistics of conference and with tasks needed for an ongoing research project
- Answer emails
- Work with conference speakers and attendees
- Assist with design of conference program
- Transcribe interviews

**Application Instructions:**

[https://orgsync.com/89629/forms/139154](https://orgsync.com/89629/forms/139154)