

Student Life Aide – Position Description

Department of Student Life



Position Summary

Enrich the lives of Jackson College students through the promotion of student leadership opportunities, facilitating campus events, and supporting student learning outside of the classroom. The Student Life Aide (SLA) collaborates with fellow SLAs to implement campus events, support student organizations, and manage the Jets Hangar.

Qualifications

- Maintain a 2.00 Cumulative GPA
- Must be eligible for student work study
- Be in good standing with Jackson College regarding all student conduct, academic standing, and financial accounts.

Responsibilities

The Jets Hangar

- Provide excellent customer service by welcoming visitors to the Jets Hangar, answering questions to the best of your ability, and wearing a staff nametag and approved apparel
- Maintain an organized front desk and check out/in rentable equipment
- Submit maintenance, technology, and marketing requests as needed or directed
- Assist in the scheduling of rooms/space at the Jets Hangar
- Maintain an organized and clean Jets Hangar environment
- Monitor sign posting and remove outdated signage

Student Life Programming

- Collaboratively plan and facilitate campus events, including but not limited to educational events, social events, volunteer service
- Assist in gathering student feedback about their experiences at the Jackson College campuses and their thoughts on Student Life events
- Attend night and weekend student life events as needed, assist with all aspects of the event including set-up, take down, and cleaning up afterwards.

Coordinate Intramural Sports

- Support the season scheduling and facilitation of campus intramural sports
- Attend intramural games as assigned
- Officiate intramural games as needed

Administration

- Check JC email daily, respond to SLA related emails within one business day
- Submit time cards for hours worked by provided deadlines

Staff Development

The Department of Student Life is invested in the ongoing development of students. We seek to support the success of students at Jackson College and build skills that will benefit them beyond graduation. SLA staff are expected to enthusiastically engage in ongoing staff development.

- Arrive prepared and punctual to all trainings and meetings
- Regularly hold individual meetings with the Director of Student Life
- Actively participate in all trainings and staff meetings