Job Description:

**Student Liaison (team member)**

*for the Emerging Leaders Program*(WORK STUDY POSITIONS – 5 or more available)

**Primary Role**: To serve as the ELP student liaison for your college (CLAE, E&S, CBA, CHP/MSN, and Architecture) or Unit (Athletics, University Ministry, Greek Life, SPB, SGA) by assisting in the promotion and support of the ELP to other students in your respective college or Unit through participation in ELP sponsored events and programming.

**Tasks included**:

* Act as a representative of the ELP
* Address and assist with upcoming and potential ELP sponsored events
* Promote student participation
* Facilitate student engagement
* Produce ideas for future events, activities, and programming
* Partner with organizations/colleges to increase student awareness
* Connect with alumni of your college to become involved with the ELP
* Hold “Office Hours” to be available for students to meet with you to discuss the program and to document requirements
* Review Blackboard submissions and provide status reports to students and program director and assistant director
* Meet with the ELP team twice monthly to brainstorm, evaluate, and provide status updates

**Required Core Competencies**

* Excellent organizational skills
* Student Engagement capability
* Effective time management skill and ability to meet deadlines
* Self-directive task management
* Ability to ask questions or conduct independent investigation to better achieve task goals
* Year long commitment to the position
* Follow-through of tasks
* Knowledge and experience with student life, Greek life, University Ministry, etc.

**If interested in applying:**

Please submit a resume and a short note (100 words max) explaining why you would be the best person for the job. Send to Dr. Kathleen Zimmerman-Oster at [kzoster@sbcglobal.net](mailto:kzoster@sbcglobal.net)