The Office of Activities & Engagement (OAE) facilitates and supports student engagement both on campus and in the community. We encourage student leadership development by supporting the formation and sustainable success of student clubs and organizations, providing group leadership development skills, and promoting service experiences in the Bozeman area community. Visit our website to learn more about our programs: [http://www.montana.edu/engagement/](http://www.montana.edu/engagement/)

OAE is seeking 2-3 students who are enthusiastic and passionate about student involvement to work with our various programs. The students in this position will act as an assistant to staff for some programs and have the opportunity be the main coordinator for others.

**Duties and Responsibilities**

- Communicate with students, faculty, staff and the Bozeman community about OAE events
- Assisting with volunteer recruitment and management
- Distribute marketing materials
- Help with the registration process for various events
- Assist OAE staff with all aspects of their programs

The programs this position may support:

- Kickoff Trails Project
- Service Saturdays
- Rockin’ The M
- Can The Griz
- BreaksAway
- Community Café
- Day of Student Recognition
- Club Registrations & Student Organization support
- Campus Poster Hanging
- Front Office Reception
- Other special events and programs OAE may offer
**Work Schedule:** Flexible, depending on academic schedule. 10-12 hours/week during academic year (excluding university holidays & breaks). Up to 20 hours/week may be available during busy times. **Some weekend hours may be required during specific events.**

**Employment Start Date:** Earliest: August 15th, Latest: August 28th

**Eligibility:**
- Must be a full-time enrolled MSU-Bozeman student fall 2016 and spring 2017 (at least 12 credits per semester).
- Preference will be given to applicants with work study funding for the 2016-2017 academic year.

**Wage:** $10/hr.

**Qualifications:**
- Must be:
  - prepared to commit to a set schedule in the OAE, sharing space, equipment and supplies with other staff;
  - willing to make a one-academic year commitment to the position working approximately 10-12 hours per week (excluding university holidays & breaks);
  - self-motivated and able to work independently, while also functioning as a team player;
  - able to maintain a high attention to detail and strong organizational skills;
  - comfortable communicating with the public via e-mail, phone and in-person.

**To Apply**
- Provide:
  - A current resume
  - Cover letter that speaks to your qualifications for the position
  - Name, phone number and email for two professional references (faculty, staff, past supervisors, etc.)

Email the above documents to: Brianna Cronin, brianna.cronin@montana.edu

**For questions, Contact:**
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