MSU Office of Activities and Engagement

Volunteer Programs Assistant

2015-2016 Position Description

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 a student who is enthusiastic and passionate about service to work with our various service programs. The person in this will act as an assistant to staff to multiple programs in the office.

**Duties and Responsibilities:**

The responsibilities of this position will focus on four of the OAE volunteer programs:

- **Rockin’ the “M”**
  - This program sends 100 students up to paint the college “M” the weekend before MSU Homecoming.
  - The person in this position will serve as a program assistant to a staff member and will have various duties as assigned.
  - Duties may include: Helping with volunteer recruitment and communication, reserving transportation, helping to distribute marketing materials, ordering food for volunteers, helping with registration and clean-up on the day of the event.

- **Can the Griz**
  - This is an annual off-field competition between MSU and UM during the 2 weeks leading up to Cat/Griz to see which community can collect the most food for their local Food Bank.
  - This position will serve as a program assistant to a staff member and will have duties as assigned.
  - Duties may include: Helping with marketing, communication with UM, dropping off and picking up food bins around the campus and community, working with Food Bank staff
to ensure a successful drive and consistent communication, securing drop-off locations and tracking them accurately, engaging the campus community in the food drive, co-host with ASMSU a student organization competition, serve as one of the point-people for inquiries, etc.

- **BreaksAway**
  - Assist BreaksAway Coordinator with all facets of the BreaksAway program.
  - Assist in recruitment of BreaksAway trip leaders in late fall semester.
  - Communicate with service site and volunteer housing representatives.
  - Assist with information sessions and general recruitment of participants.
  - Help with registration and orientation of participants.

- **America Reads*America Counts**
  - This program recruit volunteer and work study tutors to work with kids in local K-8 schools.
  - The person in this position will serve as a program assistant to a staff member and will have various duties as assigned, including:
    - Processing monthly tutor time logs
    - Maintaining files for each tutor.

**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.

**Employment Start Date:** Earliest: August 10th, Latest: August 24th

**Eligibility:**

- Must be a full-time enrolled MSU-Bozeman student fall 2015 and spring 2016 (at least 12 credits per semester).
- Must have work study funding for the 2015-2016 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;
- must be willing to make a one-academic year commitment to the position working approximately 10-12 hours per week (excluding university holidays & breaks);
- self-motivation and the ability to work independently, while also functioning as a team player;
- high attention to detail and strong organizational skills;
- comfortable communicating with the public via e-mail, phone and in-person.
Preferred Qualifications & Skills:

- record of community involvement experience;
- experience leading and/or participating in service trips.

To Apply
Provide:
- A current resume
- Cover letter
- 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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