MSU Office of Activities and Engagement
Registered Student Organizations (RSO) Assistant
2014-2015 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/

The RSO Assistant will help the OAE Program Manager with all aspects of supporting registered student organizations throughout the academic year.

Work Schedule: Flexible, depending on academic schedule. 5-8 hours/week during academic year (excluding university holidays & breaks).

Employment Start Date: August 25th, 2014

Wage: $9.00/hr.

Eligibility:

- Must be a full-time enrolled MSU-Bozeman student fall 2014 and spring 2015 (at least 12 credits per semester).
- Strong preference will be given to students with work study funding, however, we will consider applicants without funding.

Duties and Responsibilities:

- Process student organization annual registrations;
- Maintain up-to-date online student organization list and list serves;
- Assist with the planning, implementation, and hosting of the Student Organization Leadership Conference, to be held in October 2014;
- Write Club News weekly email that goes to club leaders and advisors;
- Assist in research of best practices for supporting student organizations;
- General office duties, such as copying, filing, etc. as assigned.

Qualifications:

- Experience being a member or leader of a student organization at MSU preferred, but not required.
- Experience with Microsoft Word and Excel.
- 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 5-8 hours per week (excluding university holidays & breaks).
- Self-motivation and the ability to work independently, while also functioning as a team player.
- Ability to follow instructions closely.
- High attention to detail and strong organizational skills.

**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: Mandy St. Aubyn, amanda.staubyn@montana.edu.

**For questions, Contact:**
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