Work Study Job Description

Contact Information:
Supervisor’s Name: Eva Covarrubias
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How to apply: Apply in person

Job Information:
Number of students needed for position? 10-15
Job Title: LEAP Student Staff
Total number of work hours needed per week for this job: 10-20 hours
Total number of weeks needed per year (average academic year is 32 weeks): 32
Position Grade: Level II
Potential work hours include: Mon. – Fri. 8:00am -11:30pm; Sat – Sun 12:00pm – 11:30pm

Responsibilities or Duties:
- Assist the professional staff in the daily office procedures; appointment scheduling, filing, copying, answering phones, delivering documents, and various other projects and functions of the office
- Must be able to articulate and promote the policies of the Leadership Experience and Programs (LEAP) Office as well as the campus.
- Collaborates and communicates with various departments, faculty, student groups, and outside organizations.
- Assists professional staff in marketing and publicity efforts for programs and events related to the position as well as the management of posting space for campus publicity.
- Provide customer service to the guests of the LEAP Conference Room, Club 88, and Ettinger Student Lounge; unlocking and securing facility and assist with the checking out of equipment (pool, remote control, golf cart, etc.)
- Attend bi-monthly meeting with LEAP Professional Staff
- Report broken items, maintenance issues, or policy violations to LEAP Office of any problems related to Campus Center complex.
- Assist in various other projects and functions of the LEAP Office.
- Serves as a representative of the LEAP Office.

Each LEAP student worker will be given specific projects in addition to their duties as an office assistant:
- **Program Assistant**
  - Assists in organizing, planning and implementing events/programs sponsored by the LEAP Office or Program Board including research and correspondence.
  - Develop posters, fliers, brochures, and other artwork for various student events throughout the year.
- **Student Lounge Attendant**
  - Work evening
  - Daily and/or nightly walk-through of the student lounge
  - Keep daily facility usage log
- **Budget Assistant**
  - Assist with the management of the club/organization budgets on a monthly basis.
- **Event Calendar Assistant**
  - Assist with follow-up on reservation request
  - Assist with publicizing the calendar and upcoming events
- **Publicity Promotion Assistant**
  - Create publicity in the form of printed and electronic materials for Club 88 and LEAP events as requested by staff
  - Take photographs of campus events for archive purposes
- **Resource Center / Storage Assistant**
  - Assist with keeping inventory, maintaining organization, and replenishment of supplies in the resource center and storage rooms