UCAE Student Organization Resource Center Student Staff Position

Position Description:

Are you actively involved on campus and interested in helping other student organization leaders? UCAE: Student Involvement is looking for student staff members to work at the SOURCE in the Student Organization Resource Center. Students will provide daily drop-in support for student leaders by answering questions related to student organization transactions and assist with the daily operations of the SOURCE. This is a unique chance to help fellow students navigate the policies and processes of leading a student organization while working in a fun and creative environment.

* Goal to focus on the transactional and drop-in elements of support for student orgs.

About the Student Organization Resource Center:

The Student Organization Resource Center (SOURCE) is a home base for student organizations at Duke. In the SOURCE, students will find staff to help answer daily student group questions, information about services and resources available to positional leaders, free supplies, and staff to help answer questions about processes, policies, and best practices of student organizations at Duke. The SOURCE is open to student card access 24 hours/day, 7 days/week. The SOURCE desk is open 10am-5pm, Monday – Friday.

Responsibilities:

• Work 10 hours per week in SOURCE.

• Help student organization presidents and treasurers with basic student group banking procedures, such as completing p-card requests and completing miscellaneous reimbursement forms.
• Provide support for students using DukeGroups and assist student organizations with organization registration, roster management, and event registration.

• Answer questions and provide resources about student organization policy and procedure

• Develop and present short trainings for student leaders on student organization best practices

• Assess the complexity of situations and refer students to applicable university staff, programs, and resources

• Create and distribute marketing and informational materials for the SOURCE.

• Manage the check-out process for student group tabling

• Promote greater awareness of UCAE programs and resources for student leaders and organizations.

• Participate in regular student staff trainings.

• Serve as a member of the UCAE student staff team.

Qualifications:

• Work study preferred.

• Strong oral and written communication skills

• Ability to identify and apply tactics to problem solve

• Positive attitude and work ethic

• Posses an understanding of the impact of student leader decision making on the larger Duke community

• Enthusiasm and pride for Duke University

• Ability to excel in a team-oriented environment and the ability to work independently

• Desire to be innovative and creative in one’s work

• Capacity to follow directions and demonstrate strong organizational skills

• Commitment to the position and a demonstrated ability to be reliable
• Experience using DukeGroups and other basic computer programs (additional graphic design and video editing skills preferred).

• Availability to work 10 hours/week when school is session

Benefits:

• Unique chance to provide input and play an active role in student organization support at Duke

• Ability to design and execute your own special projects related to personal areas of interest and SOURCE operations

• Participate in valuable leadership training and skill development as a member of the UCAE Student Staff team

• Pay Rate: $9.00 per hour.

Questions? Contact Ali Shumar, Allison.Shumar@duke.edu, in UCAE: Student Involvement.