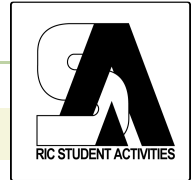


# Student Activities Staff Application Updated February 2009



## Contact Information

Name	
College Address	
Permanent Address	
Home Phone	
Cell Phone	
E-Mail Address	
Major and GPA	
Expected Graduation Date	
Amount of Work Study	

## Position Preferences (see descriptions on reverse side)

Put an X next to the position for which you're applying:

- Student Supervisor
- Trip Coordinator/Lobby Life Manager
- Student Organization Outreach Coordinator/Acoustic Café Coordinator

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies, clubs, or sports. Highlight experiences related to organizational skills, event planning, computers, creativity, and leadership.

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## Previous Work Experience

Name of Last Employer	
Supervisor	
Dates of Employment	
Reason for Leaving	

*Rhode Island College Student Activities*  
408 Student Union, 600 Mt Pleasant Ave, Providence, RI 02908, Phone: (401) 456-8034, [activities@ric.edu](mailto:activities@ric.edu)

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## Special Activities Staff Position Descriptions

**Student Supervisor:** *assist the Assistant Director, Student Activities with supervision of the Special Project Assistant student employee team.* Duties associated with the Student Supervisor position include scheduling student employee hours, conducting ongoing training sessions, overseeing student employee performance, facilitating staff meetings, ensuring the staffing of all events, filling in for staff when no one is available, assisting with the staff selection process, creating policies and procedures for efficient program coordination, managing the Special Project Assistant office space, representing Student Activities at various events, and serving as a role model to other student employees.

**Trip Coordinator/Lobby Life Manager:** *assist the Assistant Director, Student Activities with the development, implementation, and evaluation of a series of off-campus trips.* Duties associated with the Trip Coordinator position include selecting destinations, arranging for payment and transportation, communicating with vendors, coordinating student signup and ticket purchase, providing on-site management of the trips, and making trip-related decisions. In addition to organizing trips, the student in this position will develop ideas for craft projects and games for use in the Café and Student Union lobby.

**Student Organization Outreach Coordinator/Acoustic Café Coordinator:** *assist the Assistant Director, Student Activities in supporting the efforts of RIC student organizations.* Duties associated with the Student Organization Outreach Coordinator position include assisting organizations with the event planning process, working with the Graduate Intern to play workshops and recognition programs, helping to advertise organization events, developing manuals and brochures, and serving as a liaison with Student Community Government, Inc. In addition, the student in this position will plan the bi-weekly Acoustic Café series designed to showcase student musicians.

### Desired Qualities and Experience:

- ✓ Enrolled undergraduate student at RI College with at least a 2.5
- ✓ Strong interest in promoting activities and student involvement at RIC
- ✓ Confidence to manage challenging situations
- ✓ Maturity to make sound decisions
- ✓ Initiative to suggest and follow up on new program ideas
- ✓ Reliability and dependability
- ✓ Desire to be part of the Student Activities team
- ✓ Available to work approximately 15 hours a week (flexible), including occasional Saturdays and Sundays
- ✓ Preference will be given to applicants who do not have competing employment commitments

### Employment Dates:

Late-August to Mid-May, possible summer employment available  
Work Study and non Work Study funds available

### Contact:

Marissa Weiss, Assistant Director, Student Activities, Student Union 408, 401-456-8149, [mweiss@ric.edu](mailto:mweiss@ric.edu)

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