Student Worker Position

Job Description: The Student Worker for the WKU ALIVE Center for Community Partnerships supports the planning, promotion, and implementation of the Center’s programs. In addition, the student worker assists with the day-to-day functions of the Center. The Office Associate supervises this position.

Responsibilities include, but are not limited to the following:
- Maintain correspondence through answering phone calls, responding to email, and greeting walk-in visitors daily, timely responses expected in all forms of communication
- Coordinate speaking and presentation opportunities
- Serve as a member and coordinate activities of the Student Ambassadors of Service
- Research volunteer opportunities for regional nonprofits
- Coordinate volunteer placements for individuals and groups, as needed
- Develop content for online and printed resources for areas of volunteerism
- Update nonprofit directory and community resources
- Assist with preparation for programs and events
- Update social media
- Prepare promotional material
- Research and/or organization information for programs and events
- Prepare the Center’s email newsletter(s)
- Assist the director and Center staff with daily tasks, as needed, with tasks such as checking the Center’s general email and managing reservations

Status Reports: The student worker will provide verbal status reports on an as-needed basis during staff meetings to discuss challenges, successes and address any question/concerns with staff responsibilities. Additionally, the student worker will complete a written monthly status report to share progress on volunteerism, community partnerships, and other special projects as assigned by Center staff to ensure Center goals are being met and to share thoughts on what you have learned and what you would like to learn.

Desired Qualifications:
- Strong oral communication and interpersonal skills
- Excellent writing skills
- Ability to work with a team
- Ability to multi-task
- Strong organizational skills and ability to plan and prioritize work
- Positive attitude
- Excellence knowledge of Word, Excel, and PowerPoint
- Proficient in social media
- Experience planning events
- Experience with volunteerism and service
- Experience designing flyers or other promotional materials

Time Allotted: 12 to 20 hours a week (depending on student’s availability)
Preferable coverage time is approximately between 8:00 am and 1:00 pm but other schedules will be considered.

Submission materials:
Students interested in the student worker position must submit a resume, cover letter, and availability for the upcoming semester. Materials should be submitted to Julia Rivas at julia.rivas@wku.edu by the deadline posted online at www.wku.edu/alive.