STUDENT ACTIVITIES ASSISTANT

The Student Activities Assistant is a UA student who works with the Student Activities Coordinator to orient newly-arrived CESL students and to arrange and participate in activities with CESL students.

- The SAA must maintain a friendly, professional relationship with the CESL students and faculty
- The supervisor is the Student Activities Coordinator, Jeremy Lee

DESCRIPTION OF DUTIES:

- Responsible for initial orientation components including initial no-host dinner; campus tours; Campus Recreation Center and SunTran bus trip BEFORE the semester or session begins
- Assist with airport pick-up, initial shopping, banking and general settling-in
- Publicize activities and maintain the activities bulletin boards as well as post relevant UA events
- Plan cultural, linguistic or recreational activities for CESL students on or near campus
- Provide students with information on current events in Tucson
- Maintain office hours in CESL Student Learning Center (SLC)
- Assist students with computer software, hardware, and printing/scanning needs in SLC
- Keep SLC neat and clean
- Plan and carry out occasional trips and activities off campus
- Schedule the events, arrange transportation and billing for the events as necessary
- Accompany CESL students and/or drive a van on all trips and activities on selected afternoons, weekends and some evenings
- Take attendance at all activities
- Send follow-up report on activity to the supervisor within 4 days of the activity
- Arrange community volunteer opportunities for students
- Assist with K-12 school visits
- Encourage and facilitate interaction between CESL and UA students
- Solicit ideas from students for interest in extracurricular activities
- Assist with CESL Weekly Newsletter (conducting interviews, formatting & layout, taking pictures, etc.)
- Attend Student Council meetings
- Assist with the design, management, and promotion of new and existing student clubs
- Assist with Special Programs - trips and requests as assigned
- Other duties as assigned

QUALIFICATIONS

Minimum qualifications:

- Full-time student status at The University of Arizona
- Available up to 20 hours a week including weekends, afternoons, and evenings through the calendar year, including UA breaks.
- Good organizational skills
- Experience working with international students
Arizona driver’s license and at least two years licensed driving experience (in the US)
Must complete Risk Management High Occupancy Vehicle (HOV) Training
Enthusiastic outgoing personality with excellent communication skills in English
Interested in foreign cultures
Group management experience
Responsible; able to work without close supervision

Preferred qualifications:
Expectation of enrollment at UA for at least two years
Orientation or leadership background
Residence hall or camp counseling experience
Bilingual or proficient in a second language