

## **STUDENT ACTIVITIES ASSISTANT**

The Student Activities Assistant (SAA) 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
- 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 weekend 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 trips and activities on selected afternoons, weekends and some evenings
- Take attendance at all activities and submit to CESL 101 afterwards
- 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 as necessary
- 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 as necessary
- Assist with the design, management, and promotion of new and existing student clubs
- Assist with Closing Ceremonies, International Festival, and other CESL-wide events
- 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 and summers
- Good organizational skills
- Experience working with international students
- Driver's license and at least three years licensed driving experience
- Willingness to complete Risk Management High Occupancy Vehicle (HOV) Training
- Enthusiastic outgoing personality with excellent communication skills in English
- Interest in foreign cultures
- Group management experience
- Responsible and able to work without close supervision

### Preferred qualifications:

- Arizona driver's license
- 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
- First aid training