



Campus Center Service Associate

Everything we do at the Campus Center is intended to assist the interaction and learning process between students, faculty, and staff outside of the classroom. We strongly believe in the educational opportunities available through being employed and/or a volunteer in the Campus Center and Office of Student Activities. By attending to the educational and social needs of the campus through your experiences, you are developing your own values and the ability to make mature and responsible decisions concerning a healthy and intellectually rewarding lifestyle. We hope to provide opportunities for you to make the connection between your experiences in the Campus Center and your personal and professional development.

Students involved in the Campus Center through the multitude of employment, student activities and volunteer opportunities, will:

- ❑ Experience intentional growth, interaction and learning as part of a diverse community.
- ❑ Serve as an active and committed member of an effective and efficient team.
- ❑ Hone decision-making, confidence, conflict resolution and interpersonal communication skills.
- ❑ Practice balancing academic, personal and work responsibilities in a fun and supportive environment.
- ❑ Develop a respect and understanding for the value of commitment, ethics & integrity and individual contributions made to a healthy and vibrant community.

Position Description

The **Campus Center Service Associate** is responsible for facility setups, event services and information desk staffing.

Specific Responsibilities:

- maintain and operate the information desk and services, greet and assist individuals & answer the telephone, acting as a representative of the Campus Center in support of programs and services for all members of the Smith College community
- enforce Campus Center and College policies acting responsibly for security of the facility, its furnishings & equipment, and safety of employees & guests,
- be responsible for neat and clean appearance of information desk, lobbies, corridors, lounges, and other CC spaces
- complete all event/program set-ups and breakdowns, as well as technical requirements
- have required knowledge of campus events and familiarity with setup binder procedures and usage
- be required to work some evening and weekend shifts, have a permanent schedule in place for the semester, and work at least 2 weekend rotation shifts and will be scheduled for special events as needed.
- assist the Campus Center Manager with the organization of the student organization development space on weekends
- assist with the maintenance of removing and hanging of reserved banners on weekends
- be required to attend a monthly CC staff development meeting

In addition to set schedule semester hours in facility setup and event services, CCSA's will have an opportunity to staff special events in the Campus Center and Davis, supporting, enforcing and abiding by all Campus Center policies and procedures.

A student selected for employment in the Campus Center must be enrolled at Smith College. In order to be eligible to be hired and continue to work, a student is expected to have and maintain a 2.0 grade point average and be a full-time undergraduate student in good financial standing. All student employees are required to return to campus on Saturday, January 23 and Sunday, January 24 to attend training. All bills must be paid through Student Financial Services before students may return to campus and participate in training.