The Student Activities Center manages the policies and procedures for over 900 recognized student organizations. The Student Organizations Resource Assistant serves as a point of contact for the Event Authorization process, the Student Organization Marketplace, and the Student Organization Event Funding Board. This individual will answer questions via email, phone, and in-person from student organization officers and members about the various resources offered through our office. The Student Organizations Resource Assistant will hold daily office hours to help answer these questions to the best of their ability.

**Duties and Responsibilities Include**

- Screen event authorization forms that are submitted to the online system to ensure the necessary information is included and to identify potential risks or opportunities where specific Iowa State departments need to be involved.
- Attend Event Authorization Committee meetings (every Thursday from 3-5pm) to take notes and send communication about follow-up items to the student organizations asked to attend those meetings.
- Answer questions regarding the Student Organization Marketplace and how to submit requests for store/product activation.
- Review pending requests for the Student Organization Marketplace to ensure that all of the necessary store/product information has been submitted properly. Communicate with the student organization about any additional information that is needed.
- Answer questions related to the Event Funding Board process and how student organizations can submit funding proposals.
- Work with the Student Organizations Resource Coordinator and/or the Student Activities Center Director on any events or Marketplace requests that need further troubleshooting or assistance.
- Assist with Student Activities Center front desk duties as needed

**Best Candidates Have**

- Excellent customer service skills, both in person and over the phone
- Excellent written and verbal communication skills
- Strong attention to detail and organizational skills
- Experience planning or assisting with student organization events
- Ability to work independently and assist the overall SAC team as needed
- Genuine interest in events and activities on campus

**Positions and Compensation**

- 1 position – ongoing (commitment to working in this role for a full academic year is preferred)
- Hourly wage beginning at $8.25
- Start date: August 2019 (with some training taking place in the spring 2019 semester)
- Time commitment: 8-12 hours per week

**Contact**

Tim Reuter, Student Organizations Resource Coordinator  
Iowa State Memorial Union – Student Activities Center  
1560 Memorial Union  
515-294-0404

To apply, submit resume to tmreuter@iastate.edu.