****

**Assistant for Office of the President and Special Events**

**Student Employment**

**Title: College – Assistant for Office of the President and Special Events**

**Student Supervisor: Robyn Goslen**

**Hiring Manager Contact: Robyn Goslen - robyn.goslen@salem.edu**

**Position Status: *Part-Time / Academic Calendar (Operates on Semester Schedule)***

**Classification: Non-Exempt**

**Reviewed/Revised: *June 2024***

**$9.00 per hour for up to 7 hours per week for a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Summary**

This position supports the President’s Office and the Director of Special Events for 7.5 - 10 hours per week. This student will support and set up for key institutional events such as Convocation, Health Leadership Forum, Leadership Days, and Commencement.

They will also serve as a student advisor to the Office of the President, aiding with presidential communications, provide insight on student needs, along with providing feedback from students and student organizations.

**Essential Duties and Responsibilities**

* Maintain, organize, and inventory event supplies
* Maintain and inventory office of the President's swag items and prepare for distribution
* Maintain and organize special event signage, such as ADA signs, half sheets to mark the seating
* Organizing commencement tickets for distribution
* Moving event supplies to areas on campus, such as photo backdrops and registration table supplies. (minimizing the impact on facilities)
* Help to facilitate Presidential birthday cards, holiday cards, special student giveaways (Valentine and Halloween), and mailings.
* Assist with name tag assembly for various events.
* Review and consult on student communications, give student feedback, and other areas related to students. Serve as a sounding board for new ideas.
* Other duties as assigned.

 **Required Qualifications**

* Must be able to work independently
* Knowledge of Microsoft products
* Must be able to maintain a high level of confidentiality

**Physical Functions**

While performing the responsibilities of the **Assistant for Office of the President and Special Events**, the employee is required to sit for varying lengths of time; bend, reach, lift, push, and pull up to 25 pounds; occasionally stand, walk, and kneel and regularly ascend/descend stairs; use hands and fingers to handle or feel and manipulate keys on a keyboard; perform extended periods of work at a computer workstation, view a computer monitor; perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means of spoken word; and work in an office setting.

*Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Print Name Employee Signature Date*