Non-Traditional Student Resource Center Staff Member

Non-traditional students are undergraduates who are 25 or older, graduate students who are 29 or over, students with partners, student veterans, and student parents.

EXPECTATIONS
Be extensively knowledgeable of non-traditional student needs and experiences. Work study preferred but not required.

• Display a friendly and outgoing attitude
• Be helpful, welcoming, and considerate in-person, on the phone, and in emails
• Conduct yourself in a professional yet caring and mindful manner
• Report to work on time, follow opening and closing procedures, learn about campus and community resources for non-trad students
• Complete work tasks in an accurate and timely manner
• Have initiative: be proactive with work tasks and seek additional tasks when needed
• Promote the mission of the WGSE, including employing an intersectional feminist perspective in serving the non-trad community
• Work with all non-traditional and re-entry students to offer community and support
• Work 10-12 hours/week throughout the year, and be available for select weekend hours during events.

RESPONSIBILITIES
• Answer emails and phone calls about non-traditional student services and parent services within 48 hours
• Disseminate information about non-traditional student services and the WGSE, including using social media
• Give referrals and information to campus and community callers. Be knowledgeable of and keep current records of campus and community services and events
• Hold scheduled office hours in the Non-Traditional Student Resource Center. Adhere to the schedule agreed upon at the beginning of each quarter.
• Fill out a daily log at the beginning and end of each shift
• Keep the Non-Traditional Student Resource Center clean and clutter free
• Update the Non-Traditional Student Resource Center with current information, including arranging fliers for other programs and removing fliers for past events
• Work together with a team of interns and the Graduate Assistant in order best provide programming, services, and support to the non-traditional population.
• Complete projects assigned by the Graduate Assistant
• Assist with set-up and clean-up during events
• Meet weekly with Graduate Assistant and other non-traditional student intern