

SAMPLE StuPro Job Description

Student Affairs Assistant :: Division of Student Affairs

Position Title:	Student Affairs Assistant
Preferred Experience:	Affiliation with a Panhellenic or IFC organization at OCU; experience in IFC or Panhellenic formal recruitment; event planning; familiarity with OrgSync and Schooldude software
Preferred Academic Major:	No preference
Classification:	Senior
Mentor Name:	Your Name
Mentor Title:	Your Title
Mentor Department:	Your Department or Affiliation
Supervisor Email:	your email@okcu.edu
Weekly Hours:	X hours per week
Rate of Pay:	\$10 per hour worked

The Student Affairs Assistant will assist in the day-to-day management of Student Affairs operations, and will work specifically with Greek Life and staff in the Dean of Students Office. Specific duties include, but are not limited to:

- Attend weekly one-on-one meetings with supervisor
- Educate Greek Organizations on OrgSync software
- Train Greek Organizations on the university event approval and request process
- Manage daily communications (e.g. questions, requests, social media posts) with the Greek Life community
- Contribute to the strategic planning efforts of the Greek Life community
- Participate in the creation and implementation of assessments of Greek Life activities
- Support the planning and implementation of various Student Affairs events
- Assist with duties within the area of Student Conduct as needed
- Other duties and projects as assigned

Professional Expectations

- Arrive to work on-time
- Talk to your supervisor well in advance for any conflicts to the work schedule; ask about changes in the work schedule when those situations arise
- Use OCU email as your primary form of work-related distance communication
- Work-related tasks come before school or personal tasks while "on the clock"
- Attend a required training and other required professional development programming throughout the AY
- Submit timesheets before required due date

Assessment and Evaluation

The StuPro will be required to:

- Complete the mid-term and final evaluation for Career Services' Student Professional Program
- Provide data and other materials supporting their impact in a report due at the end of the semester in an executive summary to Career Services and the Mentor

The schedule for this position is flexible during the operating hours of 8:00 a.m. – 5:00 p.m., M-F but does require a commitment of a confirmed and consistent schedule per semester.

*****Please send a cover letter (PDF) and resume (PDF) to Your Name at youremail@okcu.edu*****