Student Employment
Position Description

Rate of Pay: $12.00/hour

Location: Student Success-Office of Equity and Inclusion

Supervisor: Jen Rancour, Campus Diversity Officer

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Provide general assistance to the Equity and Inclusion Committee by working directly with the Campus Diversity Officer. Projects include but not limited to: participating as a student representative at the committee level, committee support as role of notetaker, help and participate in planning equity and inclusion activities, and contribute in events and awareness campaigns to support a positive campus culture.

Required Skills / Job Qualifications: Must have a strong desire to learn equity and inclusion principles. Must be willing take initiative, communicate effectively, and participate widely.

Learning Objectives: The following objectives outline in detail characteristics that will be assessed through a performance evaluation at the end of each semester. Evaluators to include the Campus Diversity Officer and two members of the Equity and Inclusion Committee.

- **Self-Awareness:** Learn initiative, continuous improvement, dependability, professionalism. This will be demonstrated by the following characteristics:
  - Makes practical, workable suggestions for improvements.
  - Demonstrates a self-starter attitude and approach.
  - Demonstrates good judgment in handling routine problems.
  - Recognizes deficiencies and seeks help when appropriate.
  - Demonstrates an interest in departmental and self-improvement.
  - Builds own talent and skills.
  - Displays consistency in day-to-day work performance and behaviors
  - Carries out assignments with careful follow through and follow up.
  - Meets deadlines.
  - Can be counted on for consistent and reliable performance.
  - Is personally accountable for his/her actions.
  - Can be counted on for extra effort as needed.
  - Promptness at the start of the work day and breaks.
- Attendance record.
- Communicates with supervisor in a timely manner for schedule changes and disruptions.
- Acts with integrity
- Maintains positive attitude.
- Follows attire guidelines.
- Wears name tag.
- Language is professional refrains from gossiping.
- Demonstrates effective decision making.
- Leads by example.
- Maintains a positive relationship with management team.
- Maintains a positive relationship with other workers.

**Resourcefulness:** Learn job knowledge, skill and a high quality of work including communication, customer service, safety and security. This will be demonstrated by the following characteristics:

- Demonstrates a clear understanding of the role and scope of assignments and responsibilities in his/her specific job.
- Is skilled in those specialties demanded by his/her assignment.
- As new processes or technologies are introduced, is able to learn and use them.
- Work completion is consistently high, thorough, and accurate.
- Makes effective use of time.
- Performs tasks in an organized and efficient manner.
- Handles multiple activities simultaneously.
- Demonstrates good stewardship of state resources.
- Follows data privacy guidelines outlined in Public Jobs, Private Data training.
- Performs activities in a safe manner.
- Understands and supports the safety program and policies.
- Recognizes unsafe working conditions and promptly reports safety concerns.
- Protects confidential records and information.
- Follows policy regarding computer use and security awareness.
- Communicates effectively in person and in writing.
- Responds to emails and phone calls within a timely manner.
- Keeps supervisor and/or other coworkers informed of work progress.
- Listens effectively.
- Demonstrates customer service orientation.
- Seeks to assist students, staff, and guests with questions.
- Asks questions to better understand requests from students, staff, and guests and directs them to appropriate staff or information as needed.
- Anticipates customer expectations and checks to ensure their expectations are met.

**Community Engagement:** Learn cooperation, teamwork, mutual respect and equity. This will be demonstrated by the following characteristics:

- Seeks varied viewpoints and experiences.
- Displays empathetic listening skills and respects individual differences.
- Displays and promotes mutual respect among co-workers.
• Introduces self to others and makes an effort to help all students feel welcome.
• Accepts constructive criticism positively.
• Accepts and adapts to changes as necessary.
• Shows sensitivity to and consideration for others’ feelings.
• Offers assistance willingly and supports the team processes and decisions.
• Makes a positive contribution to morale and work environment.
• Is a team player and participates with others to accomplish tasks.
• Collaborates to solves problems.
• Accepts constructive criticism positively.
• Accepts and adapts to changes as necessary.
• Shows sensitivity to and consideration for others’ feelings.
• Offers assistance willingly and supports the team processes and decisions.
• Makes a positive contribution to morale and work environment.
• Is a team player and participates with others to accomplish tasks.
• Collaborates to solves problems.

If you are interested in this position, please email the following items to Jen Rancour at jen.rancour@pine.edu, with “Student Employment” in the subject line.
• Hours you are available to work
• Contact information and best way to reach you
• Previous work experience

*Most positions are August—May, with the possibility to work over Summer break.
**Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.