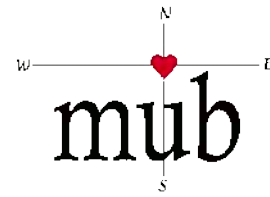


# Leadership Center Staff Job Description



## General Duties:

- Staff the Leadership Center and Student Organization Complex reception areas
- Help with administrative tasks such as copying, delivering mail, answering phones, posting flyers, etc.
- Attend weekly Leadership Center staff meetings and bi-weekly one on one meetings with assigned supervisor
- Attend all mandatory MUB and Leadership Center trainings and attend one other MUB training each semester
- Provide customer service in a kind and professional manner to all who use the LC and SOC
- Work in a team setting with the other Leadership Center staff members
- Staff events, programs, activities at times outside of normally scheduled shifts
- Maintain Leadership Center display cases and bulletin boards throughout the MUB
- Assist in marketing Leadership Center programs
- Review student organization travel registration and appropriate travel forms. Submit complete reports of trip requests and completed paper to Coordinator for Student Organizations and Leadership.
- Maintain Greek Life membership data
- Assist in staffing other MUB programs/events as needed
- Other duties as assigned

## Website Coordinating:

- Create, maintain, and update websites for all of the offices within the Leadership Center

## Program and Event Coordinating:

- Plan, organize, and implement programs and events for the offices within the Leadership Center, specific to the office of your supervisor (ie: Greek Awards Banquet, Student Leadership Awards Banquet, Commuter & Transfer Survival Day, Leadership Dessert Reception, Commuter Lunch, Apartment Fair, Student Activities Fair, etc)
- Provide assistance to student groups in areas such as program planning, leadership development, communications, marketing, etc
- Assist in educating the university community about the benefits of involvement through programs

## **Marketing and Information:**

- Assist in educating the university community about the benefits of involvement through publications and resources
- Assist in the coordination and production of resources for students, such as The Commuter Connection Weekly E-mail, the Weekly Greek E-mail, The UNH Community Guide, etc
- Review and manage the student organization recognition process

If interested, please apply at: <http://www.unhmub.com/employment/index.html>

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