MSA Student Office Assistant Position
Updated November 2019

Job Description:
Multicultural Student affairs is seeking a creative, detailed oriented, and energetic Student Office Assistant who can manage multiple specialized projects and demonstrates a commitment to diversity and social justice. This position serves as the first point of contact for students, visitors, faculty and staff to one of our three spaces: Gender & Sexuality Resource Center, Multicultural Center, and the temporary Black House. Duties and responsibilities can include: opening and closing facilities, providing front desk reception and general office duties as assigned including copying, filing, and faxing, managing reservations; assisting peers using office services; office branding; marketing/communications; event planning and execution; data collection; technical support; programming support including but not limited to heritage months, community nights, tours, special events etc.

Job Requirements:
Exceptional attention to detail; high degree of organization and professionalism; punctuality and reliability; intermediate computer skills, ability to work independently and collaboratively in a fast paced environment; desire to serve peers and act as a role model; and capacity to maintain effective relationships with students, professional staff, and faculty. Experience with data collection and analysis, customer service, and demonstrated commitment to diversity and inclusion are highly desirable. Availability for weekend shifts is a must. Willingness to work in all 3 MSA spaces. All undergraduate students are encouraged to apply.

Employment Details:
- Compensation: $12.00/hour
- Must be an NU undergraduate student with a Federal Work-Study allotment for the 2019-20 academic year.
- Application Deadline: Monday, November 25, 2019

Expectations:
- Adhere to expectations set forth by MSA
- Remain in good academic standing, with a minimum cumulative GPA of 2.7, with no/low level conduct violations. Conduct violations are subject to review
- 10 hour weekly minimum
- Must work at least 1 Friday night, 5 Saturday and 4 Sunday shifts each quarter
- Attend bi-weekly team meetings on Fridays, only absence exception is for scheduled classes
- Attend quarterly trainings
- Complete quarterly performance evaluations
- Fall Quarter shifts begin September 24th and conclude December 13th
- Winter Quarter shifts begin January 6th and conclude March 20th
- Spring Quarter shifts begin March 30th and conclude June 13th

MSA Hours of Operation
Gender & Sexuality Resource Center: Monday-Friday 9am-5pm
Black House: Monday-Thursday 9am-12am, Friday 9am-10pm, Saturday & Sunday 12pm-12am
Multicultural Center: Monday-Thursday 9am-12am, Friday 9am-10pm, Saturday & Sunday 12pm-12am

For more information contact msa@northerstern.edu