

Norris Programs Assistant

POSITION DESCRIPTION

Under the direction of the Assistant Director, Arts & Programs and Program and Production Coordinator, the Norris Programs Assistant will help plan, promote, and facilitate Norris-driven activities and programs to the University community. Serving as a representative of Norris programs, the Programs Assistant creates a friendly, informative, customer-oriented atmosphere while executing events.

Working with a dedicated programs team, the Programs Assistant helps implement and facilitate annual large-scale and seasonal programs throughout Norris University Center's unique program and production spaces. Spaces include, but are not limited to, Norris conference and meeting rooms, Norris Pub, various PSV spaces, Norris lawn spaces (Cohen and South Lawn), and more.

When not assisting with quarterly programs, this role helps develop on-going graphic assets to further promote upcoming programs, activities, and annual events across Norris. In collaboration with the Assistant Director and Coordinator, the Programs Assistant will have the opportunity to assess and plan new ways to enhance the program experience across campus, including programmatic content, protocols and more.

HUMAN RESOURCES DETAILS

Shifts: 6-12 hours/week • Mornings, evenings, and weekends available

Starting Wage: \$15.00/hour

Reports To: Assistant Director, Arts & Programs, Program & Production Coordinator

ESSENTIAL FUNCTIONS

1. Accountable for preparing for, facilitating, and executing events as assigned, in collaboration with the Assistant Director, Coordinator, and program team.
2. Understand and uphold current Norris University Center program and venue policies and procedures
3. Serves as a point of contact for staff and clients during the run of assigned Norris programs and special events.
4. Keeps all program and activity spaces clean and organized, adhering to Norris maintenance standards and safety procedures.
5. Assists in ongoing inspection, maintenance, and make recommendations for repairs of program equipment and supplies
6. Helps oversee the successful set up and breakdown of events, programs, and activities as assigned.
7. Manages and coordinates ongoing program requests and group events each quarter
8. Utilize various graphic design software, such as Canva pro, Adobe suite, etc. to create marketing assets for print and digital promotion as needed.
9. Provide administrative support to your supervisor as needed. Including program and event prep, scheduling, and more.
10. Adheres to Programs calendar and event demands as scheduled.
11. Display quality communication and sense of collaboration with all program partners and clients at all times.

12. In collaboration with your supervisor, assist in program and production set up, from testing technology, AV, and lighting equipment to other event-related requirements as trained and delegated.
13. Display of Event Leadership in elements of public speaking, event management, and potential Master of Ceremonies for specific programming.
14. Serve as an advocate to attend Norris programs and events
15. Attend area meetings and Norris University Center orientation and training programs as assigned.
16. Performs other duties as assigned

All Program Assistants will have the opportunity to be considered for a Program Supervisor position contingent on job performance and current need. Programs student staff will have the opportunity to participate in various professional development opportunities as discussed with and approved by your supervisor.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- Interest or experience working with programs or event facilitation
- Display quality customer service skills and grace under pressure
- Collaborative spirit in a diverse working environment
- Experience working in a fast-paced environment is a plus
- Dependable attendance and communication
- Understanding and adherence to area policies procedures
- All applicants are welcome. Work study applicants are preferred and will be prioritized