



MINI COURSE ASSISTANT

POSITION DESCRIPTION

Under the direction of the Assistant Director for Co-Curricular Learning and Recreation, the Mini Courses Assistant provides support for the day-to-day operation of the Mini Courses program. This position is a vital part of working with instructors and course enrollees.

HUMAN RESOURCES DETAILS

Shifts: 8-12 hours/week • Mornings, evenings, and weekends. 1 evening a week is required.

Starting Wage: \$15.00/hour

Reports To: Assistant Director for Co-Curricular Learning and Recreation

Reports To: Mini Course Student Supervisor, Assistant Director for Co-Curricular Learning and Recreation

ESSENTIAL FUNCTIONS

Mini Courses Assistant

1. Daily management of Mini Courses enrollment via Norris Box Office.
2. Prepare and update class list and update class attendance spreadsheet.
3. Check daily log and classroom set up.
4. Attend weekly team meetings and Norris's student staff events.
5. Work on special projects as assigned included but not limited to:
 - a. Supplies inventory.
 - b. Enrollment statistics and data.
 - c. Financial data analysis.
 - d. Flyer creation and design.
 - e. Event development and execution.
 - f. Manage social media and websites.
6. Manage email correspondence, ensuring timely and effective communication between clients and instructors.
7. Share any feedback or concerns with the student supervisor or your professional staff supervisor.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- Interest in organized leisure and recreation
- Good customer service from previous employment
- Work Study preferred