MINI COURSE ASSISTANT

POSITION DESCRIPTION

Under the direction of the Student Supervisors and the Assistant Director for Co-Curricular Learning & Recreation, the Mini Courses Assistant provides support for the day-to-day operation of the entire leisure learning program. The assistant has a vital responsibility, working directly with the instructors and students and keeping the program functioning.

HUMAN RESOURCES DETAILS

**Shifts:** 8-12 hours/week • Mornings, evenings, and weekends available

**Starting Wage:** $14.05/hour. Will go up to $15.00 starting January 2025.

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

ESSENTIAL FUNCTIONS

1. Tracks online registration and prepares enrollment reports.
2. Prepares and updates course rosters to distribute before each class.
3. Check the room sets in Norris and at remote locations.
4. Inventories and distributes all supplies.
5. Reports problems directly to the Student Supervisor and Assistant Director for Co-Curricular Learning & Recreation.
6. Assists with creating and distributing Mini Courses marketing materials.
7. Assist with organizing documents for Instructors, including distributing payments.
8. Assists in maintaining a positive relationship and communication with the instructors.
9. Actively participates at the weekly virtual and/or in person team meetings
10. Attends Norris University Center Orientation and any special training programs.
11. Other duties as assigned.

MINIMUM SKILLS AND QUALIFICATIONS

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