



MINI COURSE ASSISTANT

POSITION DESCRIPTION

Under the direction of the Student Supervisor and the Program Manager, the 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: \$13.35/hour

Reports To: Mini Course Student Supervisor, Norris Program Manager

ESSENTIAL FUNCTIONS

1. Tracks online registration
2. Registers students in office
3. Prepares and updates course rosters to distribute before each class.
4. Checks the room sets in Norris and at remote locations
5. Inventories and distributes all supplies
6. Reports problems directly to the Student Supervisor and Program Manager
7. Assists with hanging posters and distributing fliers.
8. Assist with organizing documents for Instructors, including distributing payments.
9. Assists in maintaining a positive relationship and communication with the instructors.
10. Actively participates at the weekly virtual and/or in person team meetings
11. Attends Norris University Center Orientation and any special training programs.
12. 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