

**Feather River College**  
**Student Employment**

**Job Title: Student Engagement Assistant**

**DESCRIPTION:**

Assist Student Life Engagement Specialist and Director of SSSP in planning, organizing, and implementing Student Life events and initiatives. The Student Engagement Assistant will play a key role in event planning, helping facilitate orientation, fundraising, working with social media, and student outreach and support services.

**ESSENTIAL DUTIES:**

Maintain office hours; oversee student use of Student Lounge, plan and oversee student activities; communicate the needs and concerns of students to the Director of Student Success and Support Programs.

**MINIMUM QUALIFICATIONS:**

**Basic Knowledge of:**

Microsoft Word, customer service, Feather River College Campus.

**Skills in:**

Interpersonal communication, organizational skills, time management.

**DESIRABLE QUALIFICATIONS:**

Administrative skills, event management, fundraising experience, strong communication skills

**PHYSICAL CHARACTERISTICS:**

Be able to lift 25 lbs. and walk up and down campus paths.

**WORK SCHEDULE:**

Hours are typically between 8am and 5pm (this position is able to accommodate student's class schedules) with occasional evening and weekend hours.

**TO APPLY:**

Submit completed Application for Student Employment and Class Schedule to Carlie McCarthy in the Advising/Counseling Center.