

Student Engagement Consultants

The Memorial Union Student Engagement office manages the policies and procedures for approximately 800+ student organizations. Student Engagement connects students with various involvement opportunities across campus and coordinates a wide variety of programming throughout the academic year. Student Engagement oversees the daily functions of several spaces within the Memorial Union, including the Workspace, the Maintenance Shop, CyBowl & Billiards, and the East and West Student Office Spaces. Additionally, Student Engagement provides advising support to several recognized student organizations including AfterDark, Campus Service Council, Dance Marathon, First-Year Council, Student Government, Student Union Board, and WinterFest.

The Student Engagement Consultants will provide support to the office and to student organizations in a variety of ways.

Duties and Responsibilities:

- Greeting and assisting guests
- Clerical duties including answering phones, emailing, copying, scanning and inventory of office supplies
- Securing student organization key check outs and access requests
- Assisting in the management of the flyer distribution process and procedures
- Distribution of flyers to designated campus buildings
- Provide guidance and assistance to students seeking help with the student organization recognition process, the event authorization process, the Student Organization Marketplace, the Event Funding Board, and various other resources.
- Manage the check-out process for team building materials and resources.
- Provide student organizations with feedback on organizational documents and processes
- Promote and provide students with information on leadership, service, and other involvement opportunities
- Present various trainings focused on student organization resources and helping student organizations navigate university systems and processes.
- Represent Memorial Union Student Engagement at various recruitment events hosted by the Office of Admissions, including Experience Iowa State days and Transfer Orientations.
- Provide additional staffing support for Student Engagement events as needed, including ClubFest, WelcomeFest, and leadership and service programs.

Compensation:

- Hourly wage starting at \$10.00 per hour

Required Qualifications:

- Registered at Iowa State University for at least one credit hour in the semester of employment

Preferred Qualifications:

- Previous experience as an officer in a student organization
- Previous experience with promotion or marketing of an organization or event
- Previous experience in planning events on campus
- Previous public speaking experience

Student Engagement Consultants

Career Readiness Competencies

- **Collaboration/Teamwork:** Work together with other Student Engagement consultants and Student Engagement staff to provide quality customer service and development opportunities for student organizations and student org officers.
- **Communication:** Consultants communicate resources and opportunities to student organizations and student org officers. Consultants will also assist student orgs with navigating the student organization recognition and event authorization processes. Consultants will facilitate trainings for student organizations focused on campus resources, processes, and policies pertinent to student organizations.
- **Critical Thinking/Problem Solving:** Consultants will assist student organizations in troubleshooting any issues they may be having within their organization or with navigating university processes. Consultants will also assist with SAC programs assessment.
- **Intercultural Perspectives:** Consultants will interact with and assist a diverse audience of student organizations and student org officers. Consultants will also gain a better understanding of their own personal and social identities as well as others' identities.
- **Leadership:** Consultants will assist student organization officers in the facilitation of activities, reflections, and/or teambuilders that will help those officers better understand and utilize the strengths of their club members.
- **Learning and Application:** Consultants will be strongly encouraged to use their own experiences with student organization involvement to inform the work they do with other organizations and officers. Consultants will also learn of MU and university policies and how they may relate to their peers.
- **Professionalism:** Consultants will gain experience working in a professional office setting and providing customer service to students seeking ways to get involved or information on how to better their organization.
- **Technology:** Consultants will utilize technology in a variety of ways in this role. They will communicate to student organizations and officers via email, conduct and collect online assessments, update portions of the Student Activities Center website via our content management system, and work with the Student Organization Database and Event Authorization systems.

Contact

- Student Engagement
Iowa State Memorial Union
- Submit resume and class schedule to studentengage@iastate.edu