

## **Job Announcement: Beginning Autumn Quarter 2017**

### **Center for College Student Success: Student Coordinator**

The Center for College Student Success is looking to hire a student coordinator to complete various tasks in the CCSS office beginning Week 1. Student coordinators greet students as they arrive, answer questions, and connect students with appropriate resources, while ensuring the office remains a safe, welcoming environment. Our student staff also completes special projects and various office tasks as needed.

Sample tasks include:

- Managing the office's social media presence
- Compiling assessment data
- Planning events (e.g., study breaks)
- Processing requests through the CCSS Lending Library
- Assisting in the overall management of our mentoring programs
- Identifying opportunities for collaboration with campus partners

**Who:** Everyone is welcome to apply! 1st, 2nd, and 3rd-year students with passion for our office mission and graphic design skills preferred.

**When:** CCSS is staffed by student workers Monday through Thursday, 1 to 8 p.m., and Fridays between 1 and 5 p.m. Coordinators can expect to work approximately 7 hours per week, depending on needed coverage and student schedules.

**How Much:** \$11/hour paid on a bi-weekly basis. Students can use their federal work-study funds but work-study eligibility is not required.

**Interested?:** Please e-mail your cover letter and resume to Jeremy Wright, Assistant Director at [wrightj@uchicago.edu](mailto:wrightj@uchicago.edu). In your materials, please indicate why you're interested in the mission of our office and outline any special skills you believe make you a good fit for the position.

**Deadline:** Applications will be reviewed on a rolling basis. For earliest consideration, **please apply by Monday, May 8<sup>th</sup>, 2017**. Interviews will begin taking place during weeks 8 and 9.

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### **About the office**

The Center for College Student Success (CCSS), located in Harper Memorial W406, provides early academic exposure, transition support, and ongoing advising and resources to students in the College, especially those who are first in their family to attend college or from lower-income backgrounds.

CCSS programming includes opportunities to connect with peers, alumni, and faculty; information about how to best access campus resources; and strategies to navigate the College academically, personally, and financially.