



Office of Student Life
University of Maryland Baltimore County
Baltimore, MD 21250

Position Title: Involvement Peer/Office Assistant, Office of Student Life

Classification: Part-time, student (8-10 hours/week)

General Description: The Involvement Peer directly reports to the Coordinator for Leadership and Involvement in the Office of Student Life. He/she is responsible for helping inform the campus community and prospective students about involvement opportunities and ways to make a difference at UMBC.

Characteristics/Responsibilities:

- Develop and implement strategies to highlight existing involvement opportunities.
- Design and conduct presentations for prospective and new students.
- Create partnerships with student organizations, the First Year Council and University offices in support of involvement initiatives.
- With the guidance of the Coordinator, organize first-year student peer groups, providing members with information, motivation and support in connection with involvement.
- Assist with compiling and researching information on ideas, products and projects to increase student involvement at UMBC.
- Assist Student Life personnel in coordinating and carrying out special department activities and events.
- Provide good customer service and information to individuals coming into the Student Involvement Center with questions.
- Cover the office in the absence of Student Life staff.
- Assist with clerical responsibilities such as answer telephone calls, photocopying, faxing, filing, track office supplies.
- Distribute incoming mail and prepare outgoing mail. Deliver on-campus items to various departments.
- Distribute appropriate department forms and information to individuals needing assistance.
- Other duties as assigned.

Minimum Qualifications: Minimum 2.5 GPA; registered for current and subsequent semesters at UMBC. Must be able to commit to 2 academic semesters.

Special Skill: Ability to initiate and complete projects independently is essential. Excellent customer service skills and interpersonal competencies are required. Organizational skills are necessary. Experience with a PC and Microsoft Office Suite desired.

Pay rate: Starting at \$6.50/hour.

*Applications are available in the Student Involvement Center located in Commons 2B24
or the Office of Student Life located in Commons 336.
Submit applications to Erin Carter, Coordinator for Involvement and Leadership in Commons 2B24.
If you have any questions, please feel free to call 410-455-3623 or email hundley@umbc.edu.
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