

Late Night/After Hours Program Assistant
Position Description

The Late-Night Program Assistant will work with the Late Night Coordinator and Leadership and Community Development Coordinator to design, publicize, implement and evaluate programs and events for Residence Hall/Cooperative House students and OSU Campus community.

The Late Night/After Hours Program Assistant will work an average of 12 – 13 hours each week.

Specific Duties and Responsibilities:

- Develop and maintain a Late Night Web Page and Program Calendar
- Develop and publish a weekly or bi-monthly e-zine for residents announcing programs and events.
- Assist in the development and distribution of a weekly newsletter for UHDS Student Staff – used to communicate/publicize programs, events, generate program ideas, bulletin board ideas, etc. and use to recognize efforts of student staff and student leaders within the halls and cooperative houses.
- Work in cooperation and collaboratively with other staff implementing programs and events for students in the halls and coops
- Be active in supporting RHA sponsored activities and events
- Assist hall staff and hall council groups in publicizing events
- Provide regular feedback to LCDC and LN Coordinator
- Assist in ensuring that OTMs are completed and submitted for programs and events; assist with tracking programs on the UHDS Program Log.
- Attend Res Life/Res Ed staff in-service sessions as scheduled
- In consultation with supervisors integrate into the Quad and Area Staff teams
- Assist as needed with large conference groups staying in Cauthorn Hall
- Support the mission of UHDS and Residential Life
- Comply with all UHDS housing contract items and policies
- Other duties as assigned.

Compensation

- Suite room in Cauthorn Hall

Notes

- This position will work closely with the Late Night Coordinator – and be directly supervised by the Leadership and Community Development Coordinator
- The Late Night Program Assistant may work up to 10 hours a week in other on-campus jobs outside of the position.
- LN Program assistant will be required to purchase at least an entry level meal plan