

Job Description (Student Position): Community Building and Event Assistant

Employer: AIMC Berkeley

Department: Student Services

Reports to: Director of Student Services

Job Purpose: To assist with campus events and initiatives that strengthen the AIMC community, build connections, and support the interests of AIMC community members.

Duties and Responsibilities:

- Work with the Student Council on student events (decompression week, craft fair, bake sale, etc.)
- Collaborate with the Student Council and Administrative Staff to organize Town Halls
- Assist Marketing & Student Services with content creation and PR for community-building events (Mailchimp, flyers, social media)
- Assess the quality of campus life through surveys, polls, student meetings, etc.
- Assist Marketing & Student Services with various campus events such as graduation, lunch & learn events, community outreach, etc.
- Act as point-person for student clubs and organizations. Maintain club info on website; update community calendar with club meeting info
- Update classifieds postings available to alumni and other community members
- Aid with the ordering and replenishing of student snacks

Qualifications:

- Organized, efficient, and able to multitask
- Possess basic computer skills
- Familiarity with MailChimp, Canvas, Google Forms, and/or Word Press a plus
- Member of AIMC Student Council a plus
- Excellent written and verbal communication skills
- Friendly disposition; sense of humor; diplomatic
- Ability to maintain confidentiality

Pay rate: \$20/hour

Hours: 5-10 hours/week

Priority is given to students who qualify for the Federal Work Study (FWS) program.