



Grinnell College

Student Job Description

Job Details

Job Title: Reunion Assistant (10-12 positions available)

Supervisor Title: Associate Director of Alumni and Donor Relations for Reunion and Awards Programs

Department: Office of Development & Alumni Relations

Pay Grade: II (\$8.50/hr) or III (\$9.00/hr), depending on level of experience (as determined by policy manual)

ID: ST-DEVAR-001

Date Completed: 2/22/19

Position Description

Reunion Assistants handle all of the day-to-day functions associated with Reunion. Reunion Assistants are assigned to teams, such as registration, A/V, housing, or childcare. They also may do other duties, such as transporting alumni on golf carts, greeting alumni at the airport, giving campus tours, answering phones, decorating, and helping with event set-ups.

This position supervises other students.

Supervision Description: N/A

Qualifications and Professional Development

Qualifications:

Ideal candidates are varied – we look for people that have one or more of the following experiences and/or traits: child care experience, technical knowledge (A/V, lighting, sound, etc.), outgoing and friendly, organized, knowledge of spreadsheets and Microsoft Word, familiar with the Grinnell community, trained to do campus tours, creative, proficient at the piano, experience answering phones, and most importantly, willingness to jump in wherever you are needed.

Specific Skills Acquired/Developed: Communication; computer skills; Interaction skills; Organization skills; Team work

Transferable Skills: Ability to work in a team structure; Ability to verbally communicate with persons inside and outside the organization; Ability to obtain and process information; Proficiency with computer software programs

Schedule and Location

Location (physical address): All campus

Schedule: Students holding the position of Reunion Assistant can sign up for three possible work pools:

1. Wednesday, May 22-Wednesday, June 5
2. Wednesday, May 22-Sunday, June 2
3. Tuesday, May 28-Sunday, June 2

Depending on their work pool and what team they are assigned to, Reunion Assistants will work an average of 30-50 hours per week throughout the Reunion process.

All Reunion student staff are required to attend a mandatory meeting on Sunday morning, April 28. Additional training days may be added for some specific positions.

Physical and Cognitive Requirements

Physical: sit; stand; walk; use hands to finger, handle or feel; talk or hear; light physical activity; some teams could include walking up and down stairs and/or physical heavy activity.

Cognitive: Analyzing information; Effective communication skills; adjusting to change; coordinating work with others; concentrating – maintaining attention to detail.

Evaluation Procedure and Schedule

Evaluation meeting will take place at the end of Reunion with Senior Staff supervisor.

Application Instructions

Position Availability: Positions are available for summer 2019.

When to Apply: Applications are accepted until Tuesday, April 2.

FWS Information

- Position eligible as Community Service component.
- Position involves reading tutoring.
- Position possibly involves work in religious or spiritual services.

Working with Minors

- Has contact with minors while performing duties.