

Office of Student Activities

JOB DESCRIPTIONS

All Assistants and Programmers will fulfill the following responsibilities:

- Adhere to the OSA Core Values, Expectations, and Standards
- Promote and support the work of OSA
- Attend pre-semester Training and Working Days in August and January
- Attend weekly Branch meetings
- Attend monthly OSA staff meetings
- Assist with OSA events (The Price is Right, Homecoming, TGIS)
- Additional duties as assigned by LTs or professional OSA staff members
- Pay Rate: \$7.50/hour

Position Descriptions

Body Shop Assistant

Body Shop Assistants will maintain a clean, safe, and friendly facility for fitness, as well as oversee the daily use of the facility.

Specifically, Body Shop Assistants will:

- Track participation/ usage within the Body Shop
- Daily clean all Body Shop Equipment
- Work with customers of the Body Shop (ie. Give tutorials on equipment/ proper form, spot weight lifters, etc.)
- Enforce all policies of the Body Shop
- Ensure proper publicity of all events to student body
- Obtain and/ or maintain CPR/ First Aid/ AED Certification
- Work according to a set schedule

Supervisor: Body Shop Coordinator

E-Fit Assistant

E-Fit Assistants will assist in planning and implementing fitness classes on campus and in partnership with the Etown Fitness Center.

Specifically, E-Fit Assistants will:

- Manage the distribution of E-Fit passes
- Track attendance at E-Fit classes
- Ensure proper publicity of the E-Fit program to student body
- Implement new E-Fit program offerings
- Obtain and/ or maintain CPR/ First Aid/ AED Certification
- Work approximately 4 hours per week

Supervisor: E-Fit Coordinator

E-Pub Assistants: Graphic Designers, Social Media Coordinator, Video Production

E-Pub assistants use video, photography, graphic design, and social media to advertise OSA events on campus.

Graphic Designers:

- Use computer skills, creativity and artistic talents to create flyers, posters, and other marketing materials for OSA
- Adobe Suite proficiency preferred
- Maintain the OSA Facebook Page, Twitter, YouTube and Flickr accounts
- Make **recommendations for the purchase of new electronic publicity materials**

Social Media Coordinator:

- Maintain the OSA Instagram, Facebook Page, Twitter, and YouTube accounts
- Send bi-weekly OSA newsletters to the OSA staff

Video Production & Photographer:

- Use computer skills, creativity and artistic talents to produce Jay-Flicks and other promotional videos
- Photograph OSA events as requested

Supervisor: Publicity Coordinator

Intramural Assistant

Intramural Assistants plan and implement various intramural sports and athletic events on campus.

Specifically, Intramural Assistants will:

- Track participation in the Intramural program
- Schedule Intramural seasons and one day tournaments
- Provide game management support for specific Intramural seasons
- Ensure proper publicity of all events to student body
- Organize Hub Cheat Sheets and copies of the rules for each Intramural program
- Obtain waivers and Informed Consent Forms, as needed
- Organize volunteers to assist with program implementation, as needed
- Obtain and/ or maintain CPR/ First Aid/ AED Certification
- Work approximately 4 hours per week

Supervisor: Intramural Coordinator

Publicity Assistant: Traditional Banner Artist

Publicity assistants create artistic banners to advertise OSA events and other programs, etc. on campus.

Specifically, Publicity Assistants will:

- Use of creativity and artistic talents to produce traditional publicity (banners and sign stanchion displays) for OSA and other campus groups
- Maintain order and cleanliness of poster making hallway
- Make recommendations for the purchase of new publicity materials
- Work approximately 4 hours per week

Supervisor: Publicity Coordinator

SWEET Programmer

SWEET Programmers work to plan and implement campus-wide social events.

Specifically, SWEET Programmers will:

- Program social events in accordance with SWEET standards, budgetary constraints and event goals
- Write detailed cheat sheets for all events at the start of the semester for the Hub
- Ensure proper publicity of events, creatively and timely, to the student body
- Communicate event details with the leadership team member at least one week prior
- Communicate (via sweetevents email account) with students the details of an event/ trip that requires prior signups
- Delegate event tasks to SWEET volunteers
- Work with bus companies to provide transportation, if needed
- Reserve off-campus venues for special events, as needed
- Track attendance and obtain travel waivers, as needed
- Maintain and utilize previous Master Files of events
- Work approximately 40 hours per semester

Supervisor: SWEET Coordinator

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JOB DESCRIPTIONS

All Referees, Scorekeepers, and Shuttle Drivers will fulfill the following responsibilities:

- Adhere to the OSA Core Values, Expectations, and Standards
- Promote and support the work of OSA
- Attend meetings as scheduled by your supervisor
- Pay Rate: \$7.25/hour

Referee/Scorekeeper

Referees and Scorekeepers will:

- Abide by the Intramural sportsmanship code of conduct
- Ensure fair play and scorekeeping during assigned Intramural games
- Work games as assigned by the Intramural Assistants and Coordinator
- Additional duties as assigned by the Intramural Assistants and Coordinator

Supervisor: Intramurals Coordinator

Shuttle Driver

Shuttle Drivers will:

- Obtain approval through Human Resources to drive a college-owned van
- Transport students to and from E-fit classes at the Etown Fitness Center on a regular schedule
- Transport students to and from various off-campus locations, such as Lancaster and Harrisburg, as scheduled

Supervisor: E-Fit Coordinator/Leadership Team