Position Description | PTP Development Team

Application Deadline: April 20, 2015 at noon. Complete your application on JobCat, print a copy and submit along with a cover letter and two letters of recommendation from a faculty or staff member or previous employer. Applications should be submitted to the University Housing and Food Service Central Office at the corner of Citrus and Legion – behind Shasta Hall. Only students who complete all requirements will be interviewed.

These positions will be expected to work 15 hours per week during the regular academic year. These are high level leadership positions which will require a significant commitment as well as frequent night and weekend hours. These positions are not required to live on campus. These positions require a start date of August 3rd.

Position Description
The PTP Development team is responsible for assisting in the planning of both large and small scale programs that enliven and engage residents of University Housing and Food Service.

Duties include but are not limited to working directly with UHFS staff, collaborating with members of the campus and greater Chico community, planning, promoting and executing programs of various sizes.

General Requirements and Responsibilities for this position include
• Strong leadership skills
• Strong organizational skills
• Strong knowledge of the Chico campus and community
• Strong written and verbal communication skills
• Must have flexibility and interest in working evening and weekends
• Knowledge or interest in event planning, community outreach, leadership development and diversity and social justice issues.

Members of the PTP Development team are expected to be role models for residents, and will interact with them in various ways. This position will require posting to personal social media (Facebook, Twitter, Pinterest, Tumblr, etc.) on behalf of University Housing and therefore all personal, viewable social media content should be appropriate for all audiences. It is important that any language online, written or verbal, does not degrade a specific individual or group. Depictions of underage or excessive alcohol use, gratuitous use of profanity, illegal drugs references, or other behavior may result in probation or termination.

Benefits
• Hourly pay at current minimum wage
• Fun work environment with professional supervision
• Opportunities for professional development

Time Commitment
The position is for a full academic year. Hours will include office work, events, committee meetings and some independent hours. Also, attendance is required weekly at a two hour staff meeting, and a one hour individual development meeting. Expect to work an average of 15 hours per week with the exception of training weeks in August and January. Expect to work 30 hours per week August 4-24, 2014.

Please expect this to be your primary job – we will not accommodate for other jobs or student organizations in this position.

Spring 2015