UNLV Center for Social Justice is seeking a UNLV student for the Center for Social Justice Student Assistant position for the Fall 2016-Spring 2017 Academic Year. UNLV’s Center for Social Justice is a unit of Student Engagement & Diversity. The University of Nevada-Las Vegas Center for Social Justice, housed under the office of Student Engagement and Diversity serves as a resource for students, staff, faculty, and community members to unite around, educate about, and advocate against social injustices that affect the campus, local, national, and global communities. The Center for Social Justice was created out of the need for students wanting to have a space where they can engage in critical conversations around social justice issues that are prevalent in our everyday lives. The Center for Social Justice promotes the empowerment and collaboration of all individuals through creating awareness, brave space, and providing support in order to take action and transform lives in the realm of diversity, multiculturalism, and social justice.

**Purpose**
This position is responsible for daily operations of the Center for Social Justice while on shift. Individuals holding this position must be able to solve on-the-job issues by utilizing effective critical thinking and decision-making skills. This person will provide excellent customer service to students, faculty/staff, and community members, enforce all front desk policies of both Student Engagement and Diversity and the Center for Social Justice, and be able to communicate to a diverse group of patrons. The Program Coordinator & Graduate Assistant are responsible for the supervision of all student employees and will act as effective leaders and mentors to the employees.

**Minimum Qualifications**
- Must be available to work a minimum of 10 hours per week
- Must be available for mandatory weekly staff meetings
- Front desk hours are 9AM – 8PM (Monday – Thursday) and 9AM – 5PM (Friday)
- Enrollment in at least 6 credit hours at the University of Nevada, Las Vegas
- Minimum GPA requirements:
  - Semester GPA: 2.0
  - Cumulative GPA: 2.25

**Preferred Qualifications**
- A passion for diversity, multiculturalism, and social justice (a must)
- Commitment to this position for at least two academic semesters
- Experience in administrative and customer service duties
- Experience in programming

**Task**
**Duties and responsibilities include, but are not limited to:**
- Providing excellent customer service in person (may include giving building/history tours to visitors) while upholding the values of inclusion (which may include appropriately disrupting and educating visitors on their speech/behaviors)
- Administrative tasks and errands as assigned by office staff
- Assist the Center for Social Justice in marketing and recruitment efforts for various initiatives within the office
- Provide support to Center for Social Justice events when needed
Student Engagement & Diversity
Center for Social Justice Student Assistant Position Description & Application

- Communicate with students, faculty, staff and community members to assist and provide information about Center for Social Justice, Student Engagement & Diversity, and campus activities and resources via email, telephone, and face to face
- Report any maintenance or housekeeping concerns to GA and/or professional staff
- Ensure event/room set-ups are completed accurately, timely, safely and efficiently
- Maintain neat and clean appearance of front office, information center, lounges, meeting rooms, hallways, closets, and bathrooms (in coordination with custodial staff)
- Relay outstanding/pending tasks to replacement shift prior to being relieved
- Must wear protective safety equipment, including (at a minimum) closed-toed shoes and staff shirt
- Represent Student Engagement & Diversity and the Center for Social Justice to clients, visitors, UNLV and the local community
- Attend and participate at weekly Center for Social Justice staff meetings and semester trainings
- Availability: Office hours are 9AM – 8PM (Monday – Thursday), 9AM-5PM (Friday), closed on weekends. Staff meetings are held every Friday from 2pm-3pm. This position is a maximum of 20 hours per week at $8.25/hr.
- May be expected to serve on the Student Union Advisory Board
- Physical requirements: the position is located in the HOU building which is not ADA (Americans with Disabilities Act) accessible. In addition, the position requires the ability to:
  - Move furniture which includes lifting, pushing and pulling equipment
  - Climb/maneuver stairs; Carry up to 50 lbs. of weight; Walk frequently

In addition to serving as the Center for Social Justice Student Assistant, each student assistant will have the opportunity to develop their skills in a certain functional component of the Center for Social Justice by serving in one of the following roles:

**Programming Assistant:** Assist in overseeing all collaboration efforts with departments and student organizations on campus. Additionally, oversee

**Marketing Coordinator:** Assist in overseeing Marketing efforts for the Center for Social Justice. This position includes the development of flyers for all events, staying up-to-date with social media platforms, in addition to overseeing all marketing initiatives.

**Large Programming Coordinator:** Assist in overseeing the development, implementation, and execution of large programming efforts for the Center for Social Justice including but not limited to Center for Social Justice Open House, LGBTQIAA Social, Housells House TakeOver, End of Year BBQ, etc.

**Facilities & Technology Coordinator:** Oversees the Center for Social Justice maintenance of facilities and technology, including work orders and all technological issues related to up-keep of the space.

**Service Day Coordinator:** Assist in overseeing the development, implementation, and execution of the semester event Service Day, which is in collaboration with UNLVVolunteers and Student Engagement & Diversity Service area.

**Retreat Conference Logistics Coordinator:** Assist in overseeing the development, implementation, and execution of the annual Cultural Leadership Retreat and the Social Justice Conference. Main responsibilities is the logistical components of both events.
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Criteria for Success
Front desk staff will be evaluated on their performance each semester. The staff evaluation process consists of a self-evaluation and supervisor evaluation. The staff evaluation measures the following objectives:

- Job knowledge: the student employee clearly understands their duties and responsibilities, is able to learn new things related to their job, and understands the value of their job.
- Quality of work: the student employee completes tasks efficiently, makes suggestions on ways to improve the office and improve productivity, and monitors their own work and checks for errors.
- Customer service: the employee is polite, friendly and helpful to all internal and external guests; show interest in their work; limits personal phone calls and tasks during work.
- Initiative: the student employee volunteers readily; looks for tasks to complete during down-time; asks questions and asks for assistance when needed.
- Organization: the student employee plans their work during each shift to maximize productivity; uses their time effectively; is well-organized; maintains a clean and presentable work space.
- Adaptability: the student employee is able to adapt to sudden changes in the work schedule or load; is able to multi-task effectively; finds solutions to problems.
- Dependability: the student employee can complete tasks on time, can be trusted by their supervisor and co-workers, follows the rules and sets a good example to others.
- Judgment: the student employee notifies and keeps their supervisor informed about issues that arise at work; is sure to ask for clarification when uncertain about something, and makes sound decisions.
- Communication: the student employee can communicate effective both verbally and in writing; exhibits active listening and comprehension and updates supervisor on work progress.
- Interpersonal skills: the student employee is accountable for actions, and works well with other guests and staff.
- Attendance: arrives to work on time and prepared to work for all shifts and meetings, is not late or absent, takes their breaks and lunches, and covers their shifts as necessary.
- Policy compliance: upholds any rules and procedures, follows safety standards, upholds dress code.

Front desk staff will attend Fall/Spring semester trainings for on-going staff development.

Pay rate: $8.25 per hour
Minimum hours: 10 hours per week (possibility of reaching 20 hours per week)
Priority deadline for full consideration: April 8th, 2016 by 5:00PM
Application (Please print clearly)

Last   First   Middle Initial   NSHE#

Local Street Address   City   State   Zip

Permanent Street Address   City   State   Zip

Home Phone   Cell Phone   Email Address

Current Class Standing (Freshman, Sophomore, Junior, Senior, etc.)   Major

Current number of credits enrolled for Spring 2015: _______   Expected Graduation Date: _______

Cumulative GPA of 2.25 or above?   Circle one:  Yes   No

Please be aware that, in addition to verifying your GPA, there will also be a review of your conduct record.

How many hours a week are you available to work? ___________________ (Max 20)

Have you submitted an application for any other positions within Student Engagement & Diversity?   Circle one:  Yes   No

Please indicate the semesters you available to work: _____Fall ‘15 _____Spring ‘16 _______ Fall ‘16
What is your definition of diversity, multiculturalism, and social justice?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Why is a place like the Center for Social Justice needed on a campus like UNLV?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please list any extracurricular activities and/or involvement (at UNLV or in the Las Vegas community). How will you use your experience with being involved on campus to be successful in this position?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How do you organize your time and meet your responsibilities?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

Please list any skills, collegiate coursework, and/or special training that are related to or qualifies you for the position(s) for which you are applying.
________________________________________________________________________
________________________________________________________________________
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Which functional position are you most interested in? And why?
________________________________________________________________________
________________________________________________________________________
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Please list previous job experiences.

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**PLEASE READ THE FOLLOWING BEFORE SIGNING:**

1. All statements that I have made on this application are true and correct to the best of my knowledge.
2. I authorize the staff of Student Engagement & Diversity to verify the information presented on this application.
3. I understand that any false information may be grounds for removal from the candidate pool or dismissal after hiring.
4. I authorize staff of Student Engagement & Diversity to check my semester and cumulative grades and my student conduct record and status.
5. My signature on this application indicates that I understand and agree to the above statements.
6. I understand that failure to meet expectations may result in dismissal from this position.

Applicant Signature                      Date

**Please attach your Fall 2016-Spring 2017 class schedule, involvement/other obligations schedule, and cover letter and resume.**

**Priority deadline for full consideration:** April 8th, 2016 by 5:00PM

**Return completed applications to:**

Roberto Orozco, Program Coordinator for Social Justice Programs  
Student Engagement & Diversity, the Center for Social Justice (HOU)  
roberto.orozco@unlv.edu | (702) 895-4053