



**ANNA MARIA**  
COLLEGE

**Anna Maria College On-Campus Non-FWS**

50 Sunset Ln.

Paxton, MA 01612

<b>Department/Location:</b>	Student Activities
<b>Supervisor:</b>	Becky Lindley
<b>Supervisor Preferred Contact Information:</b>	<a href="mailto:rlindley@annamaria.edu">rlindley@annamaria.edu</a>
<b>Position Title/Classification:</b>	Commuter Assistant
<b>Positions Available:</b>	1
<b>Hourly Wage:</b>	\$15
<b>Job Description:</b>	A Commuter Assistant will serve as program planner and support system/resource for the AMC commuter population.
<b>Duties Performed:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Act as a general resource and support system for commuters through the development of positive relationships with both students and College staff/faculty</li> <li><input type="checkbox"/> Create and deliver daytime programming that include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Social opportunities for commuters to connect with one another and the AMC community</li> <li><input type="checkbox"/> Collaboration with campus departments and offices to provide opportunities to connect with resources on campus for their success</li> </ul> </li> <li><input type="checkbox"/> Oversight and maintenance of Commuter Lounge <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve in a front-facing station in the space for commuters to ask questions and socialize</li> <li><input type="checkbox"/> Ensure that the space is well-maintained and neat, including a weekly cleaning of the communal refrigerator</li> <li><input type="checkbox"/> Posting campus signage as needed</li> </ul> </li> <li><input type="checkbox"/> Complete clerical duties related to commuter needs, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Responding to commuter e-mail inquiries and requests</li> <li><input type="checkbox"/> Creating and updating a social media account dedicated to commuter connection and engagement</li> <li><input type="checkbox"/> Organization of assigning and management of the commuter lockers</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"><li><input type="checkbox"/> Creation of outreach materials and resources that provide knowledge about the College and upcoming events/offerings as well as year-round resources</li><li><input type="checkbox"/> Design a “Commuter Appreciation Week” with daily events to be held in the spring semester</li><li><input type="checkbox"/> Other duties as assigned.</li></ul>
<b>Specific Qualifications:</b>	Current commuter student
<b>Hours/Week:</b>	5
<b>Special Application Instructions:</b>	

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: