# Anna Maria College On-Campus Non-FWS

50 Sunset Ln.

Paxton, MA 01612

<table>
<thead>
<tr>
<th>Department/Location:</th>
<th>Student Activities</th>
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</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Becky Lindley</td>
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<tr>
<td>Supervisor Preferred Contact Information:</td>
<td><a href="mailto:rlindley@annamaria.edu">rlindley@annamaria.edu</a></td>
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<tr>
<td>Position Title/Classification:</td>
<td>Commuter Assistant</td>
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<tr>
<td>Positions Available:</td>
<td>1</td>
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<tr>
<td>Hourly Wage:</td>
<td>$15</td>
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## Job Description:
A Commuter Assistant will serve as program planner and support system/resource for the AMC commuter population.

## Duties Performed:
- Act as a general resource and support system for commuters through the development of positive relationships with both students and College staff/faculty
- Create and deliver daytime programming that include:
  - Social opportunities for commuters to connect with one another and the AMC community
  - Collaboration with campus departments and offices to provide opportunities to connect with resources on campus for their success
- Oversight and maintenance of Commuter Lounge
  - Serve in a front-facing station in the space for commuters to ask questions and socialize
  - Ensure that the space is well-maintained and neat, including a weekly cleaning of the communal refrigerator
  - Posting campus signage as needed
- Complete clerical duties related to commuter needs, including:
  - Responding to commuter e-mail inquiries and requests
  - Creating and updating a social media account dedicated to commuter connection and engagement
  - Organization of assigning and management of the commuter lockers
Dates of Employment (check one):
☒ Full Academic Year
☐ Fall Semester Only
☐ Spring Semester Only
☐ Summer Semester Only

Summer start date:
Summer end date:

Creation of outreach materials and resources that provide knowledge about the College and upcoming events/offerings as well as year-round resources
☐ Design a “Commuter Appreciation Week” with daily events to be held in the spring semester
☐ Other duties as assigned.

Specific Qualifications: Current commuter student

Hours/Week: 5

Special Application Instructions: