



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Non-FWS

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Student Activities
Supervisor:	Michaela Cartier/Becky Lindley (secondary)
Supervisor Preferred Contact Information:	Mcartier@annamaria.edu
Position Title/Classification:	Student Programming Assistant (SPA)
Positions Available:	3
Hourly Wage:	\$15
Job Description:	<p>Student Programming Assistants (SPA's) support the Office of Student Activities staff with the planning and execution of campus-wide programs throughout the school year. SPA's will be responsible for creating and implementing their own programs as well as assisting with programs and events being run by the Student Activities staff. This position will be a part of a programming team who will also collaborate with the student club PAC to gather ideas about interests for campus activities. This position will be supervised by the Student Activities Programming Coordinator and will be based out of that office.</p>
Duties Performed:	<ul style="list-style-type: none"><input type="checkbox"/> Research ideas for campus-wide events and trips to be held during the academic year<input type="checkbox"/> Communicate with vendors and local performers to hire for events<input type="checkbox"/> Attend PAC meetings on a rotational basis to gather feedback<input type="checkbox"/> Facilitate events that are hosted by the Office of Student Activities<input type="checkbox"/> Create advertising materials for events hosted by the Office of Student Activities<input type="checkbox"/> Attend staff meetings as scheduled



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	<input type="checkbox"/> Tracking and reporting expenses within budget guidelines
Specific Qualifications:	<input type="checkbox"/> Applicants must be full-time undergraduate students (Federal Work-Study not required) <input type="checkbox"/> In good academic standing, with at least at 2.5 GPA <input type="checkbox"/> Available to work daytime, evening and weekend hours as needed for events <input type="checkbox"/> Able to work independently and on a team <input type="checkbox"/> Desire to bring new creative ideas to campus programming
Hours/Week:	5
Special Application Instructions:	

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: