



STUDENT ACTIVITIES ASSOCIATION STUDENT COUNCIL EXECUTIVE SPECIALIST

POSITION SUMMARY

The John Jay Student Council is the representative and appropriating body that strives to broaden the educational opportunities available to the students of John Jay College. Members plan and execute activities that contribute directly or indirectly in significant ways to represent social event of students' interest. The Student Council Executive Specialist is responsible for managing the daily functions and traffic of the Student Council office and be the first resource to students and/or the College community. As the liaison between the John Jay College community and Student Council, the specialist will provide customer service to all visitors, student council members, staff, and John Jay College senior executives.

The Executive Specialist is expected to assist Student Council members with the:

- Support the goals and objectives of Student Council within the needs of the John Jay community and provide excellent customer service to students, faculty, and staff.
- Assist student council members in understanding procedures including, but not limited to travel policy, marketing, space reservation, Student Activities Association paperwork, budget submission, provision of food and beverage policy, and V.I.P guest's policy.
- Management of Student Council budgets (Student Council, Graduate Students & Yearbook) together with the elected/appointed officials of Student Council;
- Training Student Council members on Student Activities Association Policies & Procedures;
- Submission of appropriate and accurate paperwork for purchasing, catering requests & orders, contractual services, and payment requests on behalf of Student Council;
- Management of various event programming hosted and/or supported by Student Council and collaborated with other departments;
- Scheduling of events and space reservations on John Jay College's EMS Space Reservation & Event Management System (JJC EMS)
- Distribution of giveaways, promotional items and tickets for various Student Council sponsored events;
- Managing online platforms such as the Jay Stop, Facebook, Instagram account, Student Council email account, Bloodhound Central and any additional platforms

- Work with student leaders to develop and implement programs and activities of student interest, with a foundation in learning outcomes.
- Serve as a liaison between the John Jay College community and the Student Council members;
- Will attend as a member of planning committees with Student Council members throughout the year;
- Will be the head chaperone for Student Council sponsored off-campus trips
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree required.
- Two (2) years' experience preferred.
- Some experience working with Student Government or Student Clubs and Organizations in higher education.
- Commitment to working with people from diverse backgrounds and commitment to cultural competency
- Ability to build strong partnerships with students and other university departments
- Possesses flexibility to work in a fast-paced, dynamic environment
- Demonstrates time management and priority-setting skills.
- Commitment to working with people from diverse backgrounds and commitment to cultural competency
- Strong administrative skills & attention to details
- Strong written and oral communication skills
- Strong organizational and interpersonal skills
- Event programming experience
- Strong understanding of social media
- Proficiency in Microsoft Word Office (Word, Excel, Publisher, PowerPoint, Outlook)
- Proficiency in Adobe Acrobat (preferred)

POSITION DUTIES/ EXPECTATIONS

Full-Time 9:00 am – 5:00 pm*

**Currently remote employment, with in-person work hours beginning August 2021. May require late nights and/or weekend hours*

COMPENSATION:

\$46,000 - \$52,000; non-negotiable yearly contract

5% Pension Contribution

Single Plan Health Insurance coverage after 3 months of employment

Expected Start Date: March 18, 2024

Interested candidates should submit a cover letter and resume via email to Makeda Jordan, Email: mjordan@jjay.cuny.edu by March 11, 2024.