

Employment at SAE

University of Mary Washington
Student Activities and Engagement

Senior Student Coordinator for MyUMW

- 12-19 hours a week
- Starting Rate: \$8.00/hr
- Start Date: March, 2016

Summary

The Senior Student Coordinator for MyUMW (SSCM) will serve as an integral member of the Office of Student Activities and Engagement Team. They will work to supplement training opportunities, market and upkeep the system, complete administrative/department goal-oriented tasks, and increase the level of use from student organizations. The duties of this position will include but are not limited to:

Responsibilities

25% - Training

- Create and promote monthly “How To” videos and
- Host MyUMW workshops – “How To” walk through
 - These 30 minute workshops will be a physical element to the monthly virtual “How To” tip. The SSCO will work directly with student organization leaders to apply their learning
 - Works with Senior Student Coordinator for Publicity (SSCP) to market these workshops
- Work with Assistant Director and SSCP to market MyUMW through weekly “Did You Know” tips and competitions, campus wide campaigns for system initiatives, and student body messaging.

45% - Administrative Tasks

- Manage the administrative processes of roster accuracy, record keeping and room inventory
- Assist organizations in election/voting procedures

15% - Portal Consultation

- The SSCM will research, implement, and consult with organizations to suggest changes that will enhance the aesthetic of individual MyUMW portals and events/event management.

10% - System Updates

- The SSCO will maintain the MyUMW Community Homepage with up to date promotions and cover photos

5% - Other duties as assigned