

- **Semester/Year:** Fall and Spring 2008-09
- **Title:** Student Worker
- **Dept.:** Centennial Center for Leadership
- **Job Location:** Centennial Center for Leadership
- **Job Supervisor:** Bob Murphy
- **Supervisor Title:**
 - Director
 - Salisbury Center for Career Services
- **Other Timesheet Designee:**
 - Brandi Ferrara
 - Nancy Caves
- **Designee Title:**
 - Senior Associate Director
 - Career Services/Career Services Administrator
- **Office Location:** Centennial Center for Leadership-604 South Main Street
- **E-mail:** bferrara@hws.edu
- **phone:** 781-3516
- **fax:** 781-3515
- **New Position?:** Yes
- **Job Description:**
 - The Centennial Center provides Hobart and William Smith Colleges with a strong foundation to help create 21st Century leaders and more deliberately guide them in understanding the concept of leadership and to provide them with empirical leadership-building opportunities. The Center provides a development program that serves students and the community through programming efforts that include seminars
 - speakers and a certificate program. Student workers are an integral part to the success of the Center's programming.
- **Job Requirements:**
 - Their duties will include
 - but are not limited to:
 - Enhance the existing curriculum for the ongoing seminars that the Centennial Center for Leadership offers; Effective Listening
 - Conflict Resolution

- Oral Presentation Skills
- Communicating in Terms of Inclusive Excellence
- Cross-Cultural and Global Awareness and Ethics. • Facilitate assigned seminars throughout the semester on campus and for community partners. • Assist in the coordination and marketing of the seminars
- speakers and other events • Create and distribute posters/flyers/postcards
- generate e-mails
- and assist in hosting guests on campus. • Assist with administrative duties in the office
- including answering phones
- making photo copies
- filing
- etc. • Participate in the application process for students interested in the Certificate Program. • Work at the front desk by answering phones
- greeting and assisting visitors
- making photocopies
- etc.
- **special skills:**
 - Qualifications: Students must have foundational skills in Microsoft Word
 - Excel
 - PowerPoint
 - and Publisher. Additional required skills include: strong presentation skills
 - ability to develop rapport easily with others
 - outgoing
 - hardworking and flexible.
- **Application Details:**
 - To apply: submit resume and application to Career Services
 - ATTN: Brandi Ferrara
 - or via email bferrara@hws.edu
 - by October 31st

- **Budget Details:**
 - We need the front desk covered from 10-3 p.m.
 - M-F. This shift can be covered by more than one student. In addition
 - the student-run workshops will be held weekly in the evening from 7:30-9:00 p.m.
- **Total Students Requested:** 4
- **Start Date:** 11/3/08
- **End Date::** 05/15/08
- **No. of Weeks:** 22
- **Number of Students/Week:** 4
- **Number of Students:** 4
- **Hours/Week:** 6
- **Weekly Hours:**
 - 24
 - 24
- **Rate/Hour:** 8
- **Number of Weeks:** 22
- **Total \$ Requested:** 4224
- **Budget Account Number:** 21-00002-54082

Comments: