

Stryker Institute for Leadership Development
Women's Resource Center
STRYKER SUPPORT SPECIALIST
Job Description

I. EMPLOYMENT CONDITIONS

- Stryker Support Specialist must be an enrolled student throughout duration of hire
- Position reports directly to the Associate Director and Leadership Coordinator and is accountable to the SI Graduate Assistant
- Position works approximately 10-15 hours a week (determined by the current work study allotment)
- Position will work both set and flexible hours. Occasional evening hours will be required.
- Two weeks' notice is expected for resignation
- Position must complete full student staff orientation/training and attend student staff meetings as needed.
- Two-semester commitment required as Stryker Support Specialist, beginning Fall 2016

II. QUALIFICATIONS

A. Necessary qualifications

- Dedication and commitment to social identity awareness and leadership through a social justice perspective
- Strong networking skills
- Attention to detail in organization of outreach opportunities to recruit students and promote the Stryker Institute
- Excellent oral and written communication skills
- Ability to work in a professional/office environment
- Ability to work in a collaborative/team environment
- Commitment to growing personally and professionally through training opportunities of the position
- Responsible for content delivered through programs and services of the SI and WRC

B. Preferred qualifications

- Previous experience organizing outreach with various groups
- Public speaking skills
- Previous experience working in an office or other professional environment

III. BENEFITS

- Experience in program and event planning and communications
- Fun and friendly work environment
- Time will be compensated at current minimum wage and has the potential to increase based upon time and performance in the position.

IV. RESPONSIBILITIES

This student position is responsible for general support of the Stryker Institute including (but not limited to) daily logistics of the program, recruitment and outreach through events and

various media outlets and supporting the growth and development of the program through information gathering and assessment.

A. Primary Responsibilities

1. Program support

- Regularly update all social media outlets including Pinterest, Facebook and Instagram including (but not limited to):
 - information distribution
 - social justice, leadership and mentorship resources and information
 - WRC programs and event promotion
- Regular communication with supervisors regarding social media posts and content
- Regularly update SI website with current information, eligibility, application procedures and information, etc.
- Stay current on upcoming Stryker workshops and services
- Support preparation of materials for workshops and events
- Create monthly newsletter with SI updates
 - Newsletter should contain write-ups from SI staff about workshop experiences, participant feedback, pictures from workshops and upcoming events.
- Maintain regular communication and collaboration with other student staff positions as necessary to fulfill job requirements including:
 - Work with Program Specialist to identify current programming to promote to SI participants. Email all relevant programming to LC and GA to share via email.
 - Work with Outreach Specialist to exchange and staff opportunities for SI recruitment
 - Work with Graphic Design and Marketing Specialist to develop all marketing materials
 - Work with Current Events Specialist to integrate contemporary issues relevant to social justice, leadership and mentorship into program presence (including social media, curriculum, website, etc.)
- Identify new ways to promote SI (including giveaways and marketing)
- Attend (whenever possible) all tabling specific to SI recruitment and information distribution
- Maintain current knowledge on SI as a program and all information relevant to SI including:
 - Social justice and identity, leadership and mentorship
 - Programmatic logistics (e.g. history, current status, eligibility requirements, application process, future implications, etc.)

2. Records and Office Tasks

- Maintain records of current, previous, and future social media activities
- Create and maintain a digital scrapbook/database of SI photos and events with dates

- Process incoming applications for upcoming year
- Review and compile resources and reference materials to support curriculum development and SI program presence

B. Additional Responsibilities

- Support WRC/SI program tasks as needed
- Provide office coverage and all student employee related support for services and programs offered through WRC and Stryker Institute (including all general student employee responsibilities outlined in the Student Employee Handbook)

V. EVALUATION

- Based upon success in meeting responsibilities defined above
- Completed at the end of each semester by the Associate Director, Leadership Coordinator and Graduate Assistant.
- Basis for future employment with the SI & WRC, references and letters of recommendation