

Job Descriptions

The Office of the Student Union and Conference Services is proud to offer a variety of positions for student employees. Each position gives the student the opportunity to grow professionally and personally. Read over the following job descriptions and decide which job best suits you.

Tech Services

Tech Services Assistants provide sound and lighting to events held within and sponsored by the Student Union. Clubs and organizations may request tech equipment and service for events held on-campus.

Channel 6

Channel 6 is the marketing and advertising department within the Student Union. Channel 6 Assistants design Power Point slides that are used to advertise events and services on-campus. They may also advertise campus events that are held within or sponsored by the Student Union.

Hawley Lounge

Hawley Lounge is the central meeting place for the student body. Game Room Attendants are responsible for the distribution of equipment and the enforcement of rules and guidelines. They monitor tournaments as well as the use of the equipment; the pool tables, foosball, XBOX video game systems, big screen TV and ping pong tables.

Outpost Pub

The Outpost Assistant is the on-campus bar located in the rear of the dining hall in the Academic Building. Outpost Assistants serve beer and wine to the University's students who are 21 and over, monitor Outpost guests and oversee events held within the Outpost.

ID/Office Assistants

Office Assistants run the Student Union's ID Office supplying campus IDs to the students, faculty and staff. They also assist with office duties within the Student Union Office, greeting guests and answering questions, manning the phones, filing and other duties as assigned.

Management Positions

Managers have the highest level of responsibility for student employees within the Student Union. There are several management opportunities for students; Student Union Managers (SUMs), and Area Managers. SUMs are responsible for the general supervision of the Student Union facilities and all of the services it provides. They must have working knowledge of and enforce all Student Union, University, and State policies, procedures, and laws. Area Managers serve dual duty, working as SUMs and overseeing the operations and staff of one of the areas run by the Student Union. Area Manager positions are Outpost Manager, ID Office Manager or Hawley Lounge Game Room Manager.

Thank you for your interest in employment with the Office of the Student Union & Conference Services. If you have any questions or concerns please feel free to contact us at (203) 371-7913.