



# Community Resource Consultant

## Job Description

### Position Description

The Community Resource Consultant assists student groups and professional staff with administrative office duties. The main role of the Community Resource Consultant is to connect student leaders to various campus and community resources in an effort to build vibrant student communities, emphasizing social justice and promoting action as a global citizen. Standard term for the position is an academic year, based on the needs of the Center for Leadership and Service and the commitment of the individual.

### Duties and Responsibilities

#### Receptionist/Administrative Support - 40%

- Encourages each student to participate in our leadership offerings; connecting students with like interests
- Answers phones and take messages for appropriate individuals
- Receives and refers guests/students explaining department guidelines and check-in/out procedure
- Provide assistance and training regarding proper usage of department resources including: computers, photocopier, phones, and helium tanks
- Provides directions to campus resources and functions
- Coordinate budget materials for the Service and Activities (S&A) Budget Committee
- Photocopy and collate materials
- Approve flyers and maintain campus bulletin boards by enforcing campus posting guidelines
- Advertise events sponsored by the Center for Leadership and Service or other partner S&A funded programs by creating slide shows for Student Union plasma screen, banners, posters or utilizing social media
- Schedule meetings in Highline Student Union 3<sup>rd</sup> floor conference rooms
- Provide overview of the program and a tour of our center upon request

#### Inventory Control - 20%

- Assist Program Coordinator with office resource inventory, including but not limited to sandwich boards, equipment and supplies
- Monitors office supplies and assists with receiving and storage of supplies

#### Record Keeping - 20%

- File electronically all scanned financial documents sent to campus departments
- Maintain CLS task list to track all in progress and completed tasks and deliveries
- Update student database with current program attendance, Student Government attendance, and registrations for upcoming conferences on or off campus events
- Receive registration paperwork for conferences, or S&A partner (522) sponsored events

#### Other Duties - 5%

- Assist with evacuation procedures in the case of an emergency in the Highline Student Union
- Answer programming related questions to general campus
- Conduct quarterly self-evaluations
- Perform other duties assigned by supervisor

## Core Team – 15%

- Plan and participate in Core staff projects and tasks.
- Attend all required training for professional development
- Actively participate in all CCIE and CLS programs
- Actively participate in CONNECT Program.
- Facilitate and engage in Core staff meetings (Mondays 4 pm-5 pm)
- Recruit and actively engage prospective students into leadership opportunities and involvement with the Center for Cultural & Inclusive Excellence and Center for Leadership & Service.
- Maintain a welcoming, vibrant, and clean office environment that centers students' identities.
- Provide general office support when needed

## What you bring:

- Familiarity with Highline's campus
- A commitment to diversity and creating an inclusive environment at Highline College
- Willingness to learn and grow as a student leader working with a diverse team.
- Ability to lead and support others effectively
- A self-starter who demonstrates initiative and ability to be self-directed
- Enjoy working in an energetic, collaborative and fun environment
- Friendly positive attitude, determined to provide excellent customer service
- Strong communication skills; ability to answer questions clearly and concisely
- Intermediate computer skills, MS Office Suite (Word, Excel, Outlook, Access, Publisher)
- Able to multi-task, in high traffic environment with many distractions
- Detail-oriented
- Willingness to learn and explore new situations

## Work Expectations:

- Registered for at least 6 credits and a minimum of 2.5 cumulative GPA each quarter.
- Students will participate in a quarterly reflective evaluation help identify leadership strengths and challenges during the duration of the position.
- Student is expected to work 15 hours per week. Schedule to be coordinated around class schedule in agreement with supervisor and fellow team members to ensure coverage. This position pays minimum wage.