

Community Ambassador - Catalyst

The Catalyst Community Ambassador, working under direct supervision, assists with daily building activities, events, and the student community. Duties may include, but are not limited to:

- Providing general reception services, including greeting guests
- Providing information and responding to questions from the Executive Leadership Team
- Managing communications as needed
- Coordinating events, attending and running logistics as needed
- Assisting in communications regarding building events and activities
- Provide tours of building spaces
- Develop ideas and projects to create a student community within the building
- Connecting with students to understand their needs within the Catalyst building
- Performing other related duties as assigned or required

This position will report to the Chief of Staff in the President's Office.

This position is budgeted to allow a maximum of 10 hours per week through September 15. Working hours are typically between 8 am to 5 pm Monday through Friday based on availability, but could include events during evening hours and the weekend.

Required Qualifications:

Applicants must have experience with courses in the Catalyst building.

Applicants must have held a leadership position in a student organization.

Applicants must have a demonstrated professional demeanor and the ability to effectively communicate with a diverse population via phone, in-person, or electronic communications.

Applicants must have experience with Microsoft Office Suite.

Applicants must have good computer skills with the ability to type or keyboard, perform data entry, and prepare documents.

Applicants must be able to file documents both physically and electronically.

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must be detail oriented.

Applicants must work both independently and in a collaborative group setting.

Applicant must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicant must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.



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Human Resources
The Office of Student Employment
Job Descriptions

Preferred Qualifications:

Previous experience leading a Catalyst centered club.

Declared major is a Catalyst program.

Student employees are subject to EWU's employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.

All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.

This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.

Salary Range A