

Job Description

COMMUTER LIFE ASSISTANT FOR ENGAGEMENT

JOB SUMMARY

Commuter Life Assistants for Engagement are campus leaders committed to delivering a premier commuter experience through intentionality, hospitality, and service.

Supervised by the Assistant Director of Commuter Engagement, this position contributes to an engaging and Christ-centered commuter student experience by facilitating a welcoming Commuter Lounge environment, supporting the lounge's operations, and assisting with Commuter Life engagement events. Commuter Life Assistants for Engagement also assist visitors to the Commuter Lounge as representatives of the Office of Student Life.

The ideal candidates for this role are self-motivated, service-oriented, relational, and outgoing, with a passion for serving and supporting commuter students. Additionally, they have strong communication and customer service skills, as well as the ability to work well with others and problem-solve.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Facilitate the Commuter Lounge

- a. Create and maintain a welcoming and inclusive atmosphere in the Commuter Lounge.
- b. Actively engage with lounge visitors, providing assistance, and fostering a sense of community.
- c. Assist in promoting Commuter Life events and opportunities to lounge visitors.

2. Support Commuter Lounge Operations

- a. Make and monitor coffee, maintaining the coffee and tea station to ensure the availability of creamers, sweeteners, and other supplies.
- b. Assist in the daily operations of the lounge, including the management of facilities and Commuter Lounge inventory.
- c. Ensure the Commuter Lounge is a clean, safe, and inviting space for all students.

3. Assist Engagement Event Execution

- a. Assist in brainstorming, planning, and execution of various engagement events, including Commuter Lounge Pop-ups, Introvert Happy Hours, and semesterly celebrations.
- b. Provide on-site support during events, including setup, operation, and breakdown.
- c. Engage with attendees, facilitating activities and ensuring a positive experience for all participants.

4. Receive Training and Ongoing Development

- a. Engage in regular training sessions to enhance knowledge and skills relevant to the role.
- b. Participate in professional development opportunities to support personal growth and effectiveness in the position.
- c. Contribute to team meetings and collaborative efforts within the Commuter Life team.

QUALIFICATIONS AND CREDENTIALS

Minimum Qualifications

- Education: Current enrollment as a student at Liberty University.

Preferred Qualifications

- Experience: Previous experience in customer service or a similar role.