

Job Description

COMMUTER LIFE ASSISTANT FOR RESOURCES

JOB SUMMARY

Commuter Life Assistants for Resources are campus leaders committed to delivering a premier commuter experience through service, resourcing, and support.

Supervised by the Associate Director of Commuter Resources, this position contributes to an engaging and Christ-centered commuter student experience by administering Commuter Life resources and services, assisting Commuter Resource Center operations, and fulfilling reception responsibilities as representatives of the Commuter Life team. Commuter Life Assistants for Resources empower commuters by helping them identify and obtain the appropriate campus and community resources to address their needs. Additionally, this position assists in facilitating Commuter Life resource events.

The ideal candidate is proactive, empathetic, and resourceful, passionate about serving the commuter student community.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Assist Commuter Resource Center Visitors

- Provide a welcoming and informative presence at the Commuter Resource Center.
- Guide visitors in identifying their needs and direct them to the appropriate resources or services.
- Maintain a clean, organized, and resource-rich environment.

2. Support Commuter Food Pantry Operations

- Assist in inventory management, stocking, organizing, and distributing pantry items.
- Receive and process deliveries and donations for the Commuter Food Pantry.
- Ensure the pantry operates smoothly and efficiently, meeting the needs of commuter students.
- Promote the pantry services and encourage student engagement.
- Assist in retail pick-ups as needed.

3. Administer Commuter Resources

- Assist in developing and disseminating informational content regarding campus and community resources.
- Administer and maintain Commuter Community Boards, including receiving, organizing, and distributing posters.
- Assist with Commuter Locker assignment and key collection.
- Manage and update resource materials available to commuter students.

4. Assist in Commuter Life Events and Resource Initiatives

- Assist the Associate Director of Commuter Resources in the planning and executing of resource-focused events and initiatives.
- Engage with students during events, providing information and support as needed.
- Gather feedback from participants to improve future initiatives.
- Represent the Commuter Resource Center during at information tables across campus.

5. Receive Training and Ongoing Development

- Engage in regular training sessions to enhance knowledge and skills relevant to the role.
- Participate in professional development opportunities to support personal growth and effectiveness in the position.
- 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.