Stu Activities Clerk (LSC)

Job Type On-Campus Work-Study

Employer Lory Student Center (8033)

Job Category Administrative Services & Related

Job Description

The Office of Fraternity & Sorority Life Community Service & Philanthropy Intern position provides superior customer service, accurate information to all consistent of the OFSL.

Mission

The Office of Fraternity and Sorority Life creates experiences to challenge and encourage one's journey toward growth and the achievement of unique potential.

The Office of Fraternity and Sorority Life believes in the process of helping students reach their true potential. We believe the mission and vision will be achieved through infusing the following non-negotiables throughout our programs, services, and conversations with students.

Vision

Elevation: ascend to greater heights

Non-Negotiable Values

- Change Agents: The OFSL will impart socially responsible leadership on fraternity and sorority members, focusing on doing good in the community, identifying root causes of social and systemic issues, recognizing and challenging inequities in society, and participating in an ever-growing and changing global society with the knowledge that individual actions matter.
- Lifelong Learning & Critical Thinking: The OFSL will create experiences that encourage students to engage in lifelong learning, sound decision-making rooted in critical thought, and reflection on one's interests and passions.
- Inclusivity & Social Justice: The OFSL will engage in the process and goal of change in the fraternal movement and the CSU fraternity and sorority community through integration of diverse perspectives, the elimination of oppression, and the personal investigation of identities and systems of injustice.
- Meaning-Making & Purpose: The OFSL will create opportunities for fraternity and sorority members to intentionally seek meaning from failures and successes to grow and develop as well as discover individual and organizational purpose to pursue a more authentic and congruent student experience.
- Building Coalitions and Connections: The OFSL will assist students in looking inward to one's identity and wellbeing as a prelude to connection with others and provide experiences to ensure that friendship and fraternal bonds are filled with care, concern, and challenge to elevate the status quo. The OFSL will assist fraternity and sorority

members as they seek a healthy and diverse fellowship with members across chapters and councils, alumni/ae, Colorado State University, and the global community.

Job Requirements

Responsibilities:

- Represent Colorado State University, the Lory Student Center, the Office of Fraternity & Sorority Life, and all relevant constituents in a positive and professional manner
- Assist the OFSL professional staff with tasks as assigned
- Establish and maintain communication channels with University and community organizations for the purpose of accumulating and distributing accurate information
- Maintain the safety and security of Office of Fraternity & Sorority Life through sound judgment and action derived from a thorough knowledge of all relevant policies and procedures
- Greet and assist customers in a courteous, tactful, and informative manner
- Stay informed and aware of updated information at all times; be willing to locate relevant information to meet customers' needs

Assist with the following services:

- Manage and process registration of chapter and council philanthropy events
- Create & distribute of the fraternity and sorority community service & philanthropy resources including upcoming service opportunities, processing guides, and event management tips.
- Collect and maintain fraternity and sorority community data on hours served and dollars raised
- Perform general office tasks
- Provide effective customer service
- Support the mission, vision and non-negotiable values of the Office of Fraternity & Sorority Life and the Lory Student Center
- Support the programmatic efforts of the Office of Fraternity & Sorority Life
- Attend all staff meetings, trainings, and other assigned events
- Perform other duties as assigned

Additional Qualifications:

- Familiarity with Colorado State University, the Lory Student Center, Office of Fraternity & Sorority Life, and the Fort Collins Community

- Ability to relate to and provide excellent customer service to all members of the campus community
- Good communication, conflict management, critical thinking, and problem-solving skills
- Ability to work well and quickly under pressure
- Excellent phone and conversation skills
- Experience with computers; specifically the Microsoft Office Suite
- Demonstrated ability to work well with others
- Pride in Colorado State University and creating a professional work environment
- Enjoy working in a fun, fast-paced, and tight-knit community

Available Openings 1

Hours 8.0 to 10.0 hours per week

Specific Hours Between the hours of 8 a.m.-5 p.m.

Hourly Rate $9.30/hour