



STUDENT SERVICES – STUDENT LIFE

Student worker

We're seeking a creative and organized student to join our Student Life team as a student worker. This role is ideal for students looking to enhance their marketing, event planning and design skills while actively contributing to campus life. Preferred skills include experience with graphic design and photography, but these are not required.

Federal work-study award is required to apply for this position. If you're unsure of your eligibility, email [Financial Aid](#), call 309.341.5283, or stop by E101.

Description of job duties

- Create ideas for engaging marketing materials for campus events, then work with Marketing to get them designed and follow branding guidelines.
- Assist with the organization and implementation of student life events.
- Maintain and update student life campus signs.
- Set up supplies and equipment for student life events.
- Assist the Student Government Association (SGA) with marketing SGA sponsored events, working with Marketing to ensure everything is on brand.

Specific experience & skills required

- Familiarity with Microsoft Word and Excel
- Regular use of email for communication
- Experience with graphic design and photography preferred
- Able to set up equipment and supplies for special events.
- Able to lift up to 20lbs.

Licenses or training required

None.

Hours needed to work

Preferred availability is within or around the time frame of Monday-Thursday 11 a.m.-1 p.m., with some evening hours as needed.