



Jenell Rae
Student Activities Coordinator
CESL PO Box 210024
Tucson, AZ 85721-0024
Tel:(520)621-6592
Fax:(520)621-9180
E-mail: jlr@email.arizona.edu
<http://www.cesl.arizona.edu>
April 3, 2009

CENTER FOR ENGLISH AS A SECOND LANGUAGE STUDENT ACTIVITY ASSISTANT

We are looking for a Student Activity Assistant to share the duties listed below. The Student Activity Assistant is a UA student who works with the CESL Student Activities Coordinator to orient newly-arrived CESL students and then to arrange and participate in cultural and social activities with CESL students both on campus and in the community.

The SAA is supervised by the CESL Student Activities Coordinator and the Immigration and Student Services Advisor and must maintain a friendly, professional relationship with the CESL students and faculty at all times. **Start date is as soon as possible, with the position continuing in summer and next academic year.**

DESCRIPTION OF DUTIES

1. Orientation activities: Help orientate new students and lead social activities the week before each CESL session begins. These are traditionally the week **before** UA classes begin in January and August and the second week of October and **Spring Break**. Orientation week activities include
 - a. mini campus tour & no host dinner on campus - Mon.
 - b. mini univ blvd tour & no host dinner off campus – Tues. and Wed. (campus tour, cat tran, and computer lab)
 - c. campus recreation center - Thurs.
 - d. Tucson Mall by Sun Tran bus - Saturday
 - e. help with housing, banking and shopping as needed
2. The SAA also must review and update the activities in the current session "Welcome" orientation newsletter 4-6 weeks before the beginning of each session.
<http://www.cesl.arizona.edu/GIFS/pdf%20files/Welcome%20Current.pdf>
3. Plan, advertise and accompany 1-2 weekend events monthly
4. Position duties include
 - office Hours 11-1 and 1-3 M-Th; Friday TBA
 - publish a schedule for the session of lounge activities sponsored by staff and faculty
 - be responsible for lounge activities 2-3 times a week during the open lounge time: movie, club, games
 - interact with students; answer questions; use CESL resources
 - be present for scheduled activities
 - maintain the room & storage in an orderly fashion
 - maintain a weekend activity list; submit to the weekly newsletter editor by Wednesday afternoon for publication in the weekly newsletter
 - teach and encourage students to use the Student Activity Calendar in Meeting Maker; keep UA and community activities on MM

- keep brochures of Tucson community things to do and maps current and on display in C202: ie, zoo, 4th ave etc.
- assist with special programs, especially with transportation and housing.

QUALIFICATIONS

Required

- ▶ a full-time University of Arizona student for 2009-2010
- ▶ available up to 20 hours a week **including** weekends, evenings and afternoons
- ▶ good organizational skills
- ▶ Arizona driver's license for 3 years; must complete Risk Management HOV Training
- ▶ enthusiastic outgoing personality with good communication skills
- ▶ interested in foreign cultures

Desired

- ▶ expect to be enrolled at UA for at least two years
- ▶ orientation or leadership background
- ▶ dorm or camp counseling experience
- ▶ proficient or currently studying a second language
- ▶ has or will be willing to take CPR and First Aid certifications
- ▶ group management experience
- ▶ risk management/assessment experience

Please complete a CESL Student Worker application (cesl.arizona.edu/employment.html) and return to CESL Room 100.