Tool 4: Experiential Major Maps Student Assistant

Sample Position Description

Overview

This student worker position supports and augments the creation and implementation of experiential major maps. Experiential major maps are four-year undergraduate experience guides that highlight the optimal timing for experiential learning opportunities such as project-based courses, extracurricular activities, career preparation, study abroad, and undergraduate research.

This paid position requires 15-20 hours of time committed per week during the academic year and includes an option to extend work through the summer at 40 hours per week. In addition to supporting the creation of a resource that will benefit the entire student body, students in this role will cultivate professional skills and experience that will prepare them for a career after graduation.

Core Responsibilities

- Research experiential learning information on the university website
- Maintain an organized database of information to be used in building experiential major maps
- Connect with academic and nonacademic departments to confirm information included in maps
- Provide feedback on the design and layout of experiential major maps
- Support communication with student and employer focus groups
- Assist with ongoing experiential major map revisions

Position Structure and Compensation

- Selected via competitive application process through career services
- 12-month contract; 15-20 hours/week during the academic year; 40 hours/week during the summer (hours negotiable based on individual availability)
- Option to work for a second and third year to help with ongoing revision process
- Reports directly to experiential major map implementation project leader
- Compensation rate to be determined by project leader

Skills Developed

- Project management: support the management of information database, project timeline, and
- Communication: liaise with multiple campus offices and share updates with project leadership team
- Time management: deliver diverse project components against a set timeline
- Software skills: assist communications and design teams with layout and drafting of maps
- Leadership: communicate importance and urgency of project to multiple groups at the institution

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