**Programming Assistant - Annex**

Office of Student Development

Marquette University

**General Description:**

The Programming Assistant reports directly to the Coordinator for Leadership Programming and Student Involvement. An outgoing personality and ability to speak to groups in a social setting is required.  Responsibilities include: hosting and preparing for Annex late night programs such as Team Trivia, Pop Quiz and Bingo. Team Trivia and Pop Quiz occur approximately every other Thursday night at 9pm and Bingo roughly every other Wednesday night at 10pm. Additional programming responsibilities available through events at the AMU and Annex. Office hours required for event preparation and some night and weekend availability needed, approximately 5-8 hours per week.

**Specific Responsibilities:**

The responsibilities of the Annex Programming Assistant include but are not limited to and may vary as stated below:

* Assists in preparing Bingo PowerPoint, Team Trivia PowerPoint, & Pop Quiz Prezi presentation.
* Researches questions and inputs them into our database to use for Trivia & Pop Quiz.
* Sufficiently prepared for events before starting including supplies were accounted for and presentations were readily available in advance of event’s start time.
* Work scheduled Bingo, Team Trivia, & Pop Quiz events.
* Shows enthusiasm and positive attitude while engaging the crowd in programming activities.
* Provides timely and accurate feedback on program events using SharePoint.
* Provides fresh spin on events and is able to generate return interest in weekly or monthly events, encourage repeat guests to attend future events.
* Signs up to help out with additional programming events (events not included in regular programming) when needed.
* Inquires about and is willing to sign up for any additional needs of the department on top of or during regularly assigned office hours.

# **Qualifications**

* Prior leadership and/or programming experience
* Good standing with the University (both academic and disciplinary)
* Strong critical thinking skills
* Ability to collaborate effectively as a member of a team
* Ability to work independently and accept individual responsibility for projects or assignments
* Strong oral and written communication skills
* Ability to effectively represent the Office of Student Development to student organizations, campus departments, and community agencies
* Creativity, enthusiasm, willingness to learn
* Computer skills (Macintosh, Microsoft Office, Adobe InDesign, Prezi) or ability and desire to learn