Involvement Genius Position Description
The Office of Student Involvement

Basic Job Duties:
Be a part of the Office of Student Involvement Team! Similar to the concept made famous by Apple, Inc., students will operate an interactive support system to aid the Office of Student Involvement in promoting involvement opportunities to all students on UA's campus. An SI (Student Involvement) Involvement Genius will be responsible for promoting involvement opportunities and engaging students, staff, and faculty in information about various options on UA's campus. This individual must be a full-time undergraduate student and be in good academic and judicial standing with The University of Alabama. Student must be available to work morning, afternoon, evenings, and some weekends. There are two types of Involvement Genius Positions:

**LEAD Involvement Genius:**
Lead Geniuses support the office of student involvement, but are tasked with overseeing a team of Team Geniuses in a specific focus area of either outreach, technology, or engagement. **All Lead Geniuses are required to work a minimum or 10 hours a week and it is a PAID position; Work Study Eligible Students are also accepted.**

**Team Involvement Genius:**
The Team Genius supports the efforts of the lead genius and supports the program. **They are responsible for a specific team area and support the programs of that division and are required to serve a minimum of 5 hours per week.** The areas are:

- Outreach
- Engagement
- Technology
- Special Projects

**General Responsibilities & Duties:**

Each Genius will support the Involvement Genius Bar, but will also focus on one key area of outreach, technology, or engagement. Through these various areas, we hope to impact the campus is a very real way and Involvement Geniuses will be able to set goals, create projects, and see their ideas come to life!

As an Involvement Genius, you will work one-on-one with students, conduct presentations, and interact with faculty, prospective students, and staff in promoting campus experiences from a broad perspective.
Specific duties include, but are not limited to:

- Assisting with the development and implementation of Student Involvement events and programs;
- Meeting with prospective and current students to share various involvement opportunities available to them at UA;
- Providing general office support like filing, paperwork/forms processing, answering involvement related calls and inquiries;
- Assisting with the marketing and awareness of various programs and events;
- Aiding as Student Involvement ambassadors at various events and functions;
- Conducting trainings and workshops to aid in sharing information about involvement to student, staff, and faculty;
- Collaborating with and establishing relationships between the Office of Student Involvement and other key stakeholders
- Processing financial paperwork and managing event/program budgets;
- Participating in weekly staff meetings and corresponding to emails, etc. when necessary
- Assisting with the coordination of Get On Board day and other involvement related outreach initiatives.

This position is open to current UA undergraduate students. To be considered for April interviews, the individual must submit an application by April 4, 2014.

Minimum Qualifications:

- Must have and maintain a GPA of at least a 2.5
- Must be a full-time student for the 2015-16 academic year
- Must be available to work at least 15-20 hours a week

Additional Skills:

- Effective written and verbal communication skills
- Proficiency with technology including social media and Microsoft Office applications
- Ability to think on your feet and interact comfortably with the public
- Excellent customer services skills
- Passion for UA and for getting ALL student connected to their passion

INTERESTED IN APPLYING?

Visit [http://thesource.ua.edu](http://thesource.ua.edu) and look under our “Student Job Opportunities” tab for the “Involvement Genius Application 2015”

Application Deadline:

March 31, 2015

Interviews will take place on April 1st and April 2nd and individuals will sign up for interviews during the online application process.

Application will require answers to 3 questions and a resume including current job experience, references, and lists of activities

For more information about our “Involvement Genius” position, contact us at 205-348-6114.