



## SLU Spring 2022 Part-Time Program Assistant

### **Job Opening: SLU Seasonal Part-Time Program Assistant to Serve Spring 2022**

- Are you passionate about seeing this generation of young people rise to the call of leadership and live out their faith with excellence?
- Are you detail oriented, and do you have gifts of administration, organization, or service?
- Do you feel energized by serving behind the scenes and by walking alongside a small team of people committed to setting each other up for success?

If so, then this unique position just might be right for you! This seasonal part-time position's is located in Orlando, Florida.

**Position Description:** Student Leadership University is looking for a Part-Time Program Assistant for the Spring 2022 to assist with the organization and execution of our spring events including but not limited to our LIFT Tour, Youth Pastor Summit, and SLU 101 Reimagined. We are looking for someone to work in our office 2 to 3 days a week with the ideal schedule noted below. This position will be responsible for managing the inventory and supplies for the programs and getting them shipped out on a weekly basis. There will be additional opportunities to assist SLU Program Coordinators in the logistics and administrative responsibilities related to SLU programs and registration of them (balance calls, program material, registration material).

### **Experience and Qualifications:**

- Individuals need to be organized, gifted in administration, and have the ability to meet deadlines.
- Individuals interested should be proficient in Microsoft Office - especially Excel and thrive in environments where they are working with numbers and inventory.
- We are looking for a self-starter who can work independently and execute tasks with excellence.
- Ideal candidates for this position have the ability to multi-task projects and adapt to change and are detailed, dependable, take initiative and have a great attitude. Candidates should only apply if they are excited about SLU's [Statement of Vision](#) and are passionate about assisting our close-knit team in carrying out this vision.

### **Position Timeline and Compensation:**

- *Timeline:*
  - *Part-Time Position Start Date:* Thursday, January 6, 2022
  - *Part Time Position End Date:* Thursday, April 7, 2022
  - Typically 15-18 hours per week (2 to 3 days in office)
  - Ideal Schedule (but up for discussion):
    - Tuesday from 9 to 5
    - Wednesday from 11 to 5
    - Remaining 4 hours will be scheduled based on need & availability
    - Additionally this includes the possibility of working our YPS Orlando event April 4-5, 2022 (two full days)
- *Compensation:* This is an hourly position will be compensated at \$12 per hour.

**How to Apply:** If you believe you are a good fit for this part-time position, please email your resume and cover letter to [jobs@studentleadership.net](mailto:jobs@studentleadership.net), note the position you are applying for and click [here](#) to fill out the pre-interview questions.