

Office of Mission Engagement
Student Mission Leader
Job Descriptions

The role of *Student Mission Leaders* is to facilitate event programming and office management in the Office of Mission Engagement. This position requires an interest in event planning and desire to advance the Barry University mission and core commitments. Students will further develop leadership skills through active collaboration, communication, organization, critical thinking, and self-assessment.

Requirements: Qualified Federal Work Study for current academic year, work hour availability, complete the hiring evaluation process

Apply online through [Workday](#)

Contact: Krystle Key kkey@barry.edu

Position Title: Office Assistant

Description: The role of a *Student Mission Leader* – Office Assistant is to be the friendly face of greeting. This position demands a high level of professional conduct and requires strong customer service skills. Office Assistants will greet and address the needs of university visitors such as faculty, staff, and other students.

Position Title: Leadership Assistant

Description: The role of a *Student Mission Leader* – Leadership Assistant is to collaborate with and support the projects of the De Porres Center for Ethical Leadership Graduate Assistant (GA). This position consists of event planning, program preparation, and public speaking. As support to the GA, the Leadership Assistant will work on the Emerging Leaders Program, Leadership Adventure Trip, and multiple other leadership program responsibilities.

Position Title: Marketing Assistant

Description: The role of a *Student Mission Leader* – Marketing Assistant is to design visual communications that attract and develop student engagement for office programs and events. This position will require experience in graphic design for flyers, social media, web updates, and more in a virtual and print format.

Position Title: Sustainability Project Assistant

Description: The role of a *Student Mission Leader* – Sustainability Project Assistant is to educate the University and local community about environmental sustainability, recruit volunteers, and serve as student leaders on campus. This role helps with the planning and implementation of initiatives such as Earth Day, Arbor Day, Move Out Drive, Switch It Off, Food Recovery Network and Major Days of Service.