

**Department: Center for Student Involvement**

**Title: Student Program Board Instructional Assistant (Available for Spring 2020)**

**Summary:** The Instructional Assistant for the Student Program Board (SPB) works closely with all aspects of the University of Houston's Student Program Board.

**Duties:**

- Serve as co-advisor for the Student Program Board and assist in the coordination and implementation of programs and events
- Assist in the fiscal and budgetary management of SPB's student service-fee budget
- Review and submit university approved contracts and agreements for full execution between UH and vendors
- Attend evening and weekend meetings and events as needed
- Assist with the selection of stipend student leaders
- Assist in the development and facilitation of workshops and the stipend student leadership development curriculum
- Provide guidance and feedback to Student Program Board members, chairs and executives
- Serve on the InfraRED Nights planning committee
- Provide support the Center for Student Involvement's Pindamonium program
- Assist with benchmarking and assessment efforts for the department
- Perform all duties related to being a staff member in the Center for Student Involvement, and support department programs and events

**Skills/Qualifications:**

- Ideal candidates will have a professional interest in Student Affairs and/or Student Activities and have experience with programming
- Candidates should have an understanding of college student learning and development in the context of student leadership and a desire to engage in research and assessment of student learning
- This position requires previous involvement or experience with event planning.
- Experience working in a diverse, fast-paced environment
- Ability to work independently and be a self-starter