Rockefeller Center Student Program Assistant Positions

The Rockefeller Center is hiring NOW for the 2015-2016 academic year. Read here a brief description about our position openings. You do NOT need to be currently on campus in order to apply. You will need to complete our online application at http://form.jotformpro.com/form/50323213501941 by Monday, May 11th. Have a current resume ready as a PDF document to upload and a brief personal bio. We will be reviewing all applications the following week and holding interviews during the week of May 18th. Notifications will be made by May 29th so that you have time to speak with us before the end of spring term.

- Compensation for all positions is $10 per hour.
- Program Assistants are expected to attend student staff meetings, training workshops, and events such as Open Houses for Dimensions and New Student Orientation.
- Program Assistants serve on the Rockefeller Mini-Grant Review Committee that meets every other Tuesday from 12-1 pm. (Four times a term.)
- Completion of the [Management and Leadership Development Program](#). If you have not yet participated in MLDP, you will still be considered for a paid position if you register for MLDP during the upcoming year in either the Fall, Winter, or Spring term. Why is this program a requirement? In MLDP, participants strengthen their skills in facilitating discussions, communicating effectively, writing in a variety of settings, planning with a purpose, and negotiating to find creative solutions to problems. These are the types of skills we use every day at the Center, and we invite you to put those skills into practice by joining our team.

Student Program Assistant Position Descriptions

**Communications and Student Outreach**

Three-term commitment required: 15F, 16W, 16S (a plus if available 15S)

Hours: 6-8 hours a week.

Schedule: Flexible but must be able to work on a daily basis to include weekends.

This position supports the Assistant Director with the Center’s Communications and Student Outreach. Proficiency with social media platforms and software applications required. Strong Excel skills a plus. This assistant must have strong writing and copy-editing skills and exhibit a high level of professionalism, respond promptly to emails, be able to work independently, and meet deadlines.

**Database Management**
Three-term commitment required: 15F, 16W, 16S (a plus if available 15S)
Hours: 5-8 hours a week.
Schedule: Flexible
This position supports the Rockefeller Center’s main database record of student involvement in the Centers’ curricular and co-curricular programs. This position requires excellent attention to detail, a data analyst mindset, strong skills in Microsoft Excel and experience with databases, and CRM in particular, is a plus. The program assistant performs data entry, produces reports, analyzes student participation rates within programs and between programs, performs data integrity audits, and troubleshoots. This assistant must exhibit a high level of professionalism, respond promptly to emails, and be able to work independently,

First Year Fellows & Civic Skills Training Programs
Two-term commitment required: 16W, 16S
Hours: 5-8 hours a week.
Schedule: Flexible
This position supports the The Nelson A. Rockefeller Center’s First-Year Fellows program which offers an immersion training program in Washington, DC each summer. The program assistant supports the marketing and outreach, application and selection process, and on-going preparation for this off-site program and must have excellent organizational skills. The program assistant does not attend the week-long training in June.

Internships Program
At least two-term commitment required: A consecutive combination of 15X, 15F, 16W, 16S
Hours: 2-6 per week.
Schedule: Flexible
This position supports the Rockefeller Internships Program which offers funding and resources for full-time, unpaid internships related to public policy each term. The assistant participates in marketing and outreach, research and marketing of internship opportunities and tips for the Rocky blog, processing and reviewing applications, and analyzing information to create reports and distribute information related to this program. Past leave-term internship experience as well as involvement at the Rockefeller Center, both in curricular and co-curricular offerings is preferred.

Management and Leadership Development Program
Two-term commitment required: A combination of 15F, 16W, 16S
Hours: 10-12 hours a week.
Schedule: Tuesday nights from 4:00-8:30 pm and two one hour weekly meetings scheduled at the staffs convenience. Other work time is flexible.

Must have participated in the Management and Leadership Development Program
This position supports the Management and Leadership Development Program which engages participants in hands-on learning of core management and leadership skills to improve their practical skill set and become more effective leaders on and off campus. Program Assistant(s) must attend all MLDP sessions, including setup and cleanup and prepare for weekly sessions by communicating with participants, setting up surveys, monitoring attendance and participants’ activity within the program, along with outreach and marketing efforts, program reporting, analysis, and improvement.

**Student Mini-Grants**

**Three-term commitment required:** 15F, 16W, 16S

**Hours:** 3-10 hours every two weeks, dependent on number of applications

**Schedule:** Every other Tuesday committee meetings during term 12pm-1pm. Other work time is flexible.

This position supports the Rockefeller Center’s Student Mini-Grants program which provides funding for conference registration fees and on-campus events or programs by a student organization. The Student Program Assistant acts as the Rocky Mini-Grant Committee Chair under the guidance of the Finance Manager and is tasked with running the application process, facilitating bi-monthly working group meetings, process applications and applicant final requirements, manage outreach for the program and being the main point of contact for the program. The student program assistant is responsible for maintaining the integrity of the program and the working group. This position requires the ability to work as part of a collaborative team and excellent verbal communication skills.

**PoliTALK**

**Hours:** 5 hours a week.

**Schedule:** Based on public program dates & times.

PoliTALK is a student-led discussion group that provides a forum to discuss politics of and policies for critical issues for society, and is currently tied to the issues covered by the public program speakers. The Program Assistant for PoliTALK assists with set up and Q&A at the lectures and hosting student lunches or dinners for Rockefeller Public Programs. The Program Assistant must research the topic covered by the speaker, and be prepared with leading questions to start the PoliTALK discussion. Program assistants provide written summaries of each session for publication on the Rockefeller Center’s blog and other social media outlets.

**Public Programs**

**Hours:** 5-10 hours a week.

**Schedule:** Based on public program dates & times.

Each term the Rockefeller Center brings distinguished public speakers to campus to discuss a variety of relevant issues. Program Assistants help with the preparation for these events,
including researching class visits, writing blog posts, creating speaker schedules, putting together speaker packets and letters, distributing posters, and doing student outreach. Prior to the start of and during the lecture, program assistants help with set up inside and outside the lecture hall, crowd control, handling mikes for Q&A, and other tasks related to public program lectures. Following the event, program assistants may host student receptions or dinners, and will enter program stats into the database and write summaries of the event and content for the Rockefeller Center’s blog. During the Fall and Spring terms, the Program Assistant will be asked to assist with the Rockefeller Center Board of Visitors meetings, and the Rockefeller Center Open Houses.

**Rockefeller Global Leadership Program**

*At least two-term commitment required: A consecutive combination of 15X, 15F, 16W, 16S*

**Hours: 10 hours a week**

**Schedule: Must be available every Monday from 5-8 pm**

The program assistant will assist in preparing sessions and topics around global awareness. The program assistant is required to attend all weekly RGLP sessions and help with room set-up, noting attendance, clean up after the session, summarize sessions for content for the Rockefeller Center’s blog, perform system updates, weekly email correspondence with participants and other duties as they are assigned. Student Assistants will further develop marketing strategies, exploring opportunities to globalize the program experience, and compile data for program evaluation. The ideal candidate will be mindful of how they might continuously promote the program and become knowledgeable of ways the content of the program intersect with various entities on campus.

**Student Workshops**

**Hours: 5 hours a week.**

**Schedule: Based on workshop dates & times.**

The Student Program Assistant leads the marketing and promotion efforts, manages registrations, set-up, supplies, and follow up with all participants. The program assistant needs to attend all workshops, unless alternate arrangements are made. The program assistant provides a summary after each session for publication on the Rockefeller Center’s blog and other social media outlets.

**VoxMasters**

**Hours: 5 hours a week**

**Schedule: Must be available every Wednesday from 5:30-7:30 pm**

VoxMasters is led by two student program assistants who facilitate impromptu public speaking activities in a comfortable and casual environment. The Student Program Assistant must have proficient public speaking skills and able to offer constructive advice on improving public
speaking skills to their peers. They will be charged with planning, organizing and hosting weekly sessions. Program assistants produce a summary within 24 hours of each session for publication on the Rockefeller Center’s blog and other social media outlets.