

Job Title: AEI Student Activities Assistant

The American English Institute Student Activities Assistant reports to the Student Engagement Coordinator and is responsible for providing AEI students in the Intensive English Program (IEP) with social and cultural experiences to supplement their English language studies. The Student Activities Office achieves this by coordinating and leading events, local excursions, and day trips, as well as finding local volunteer opportunities and other campus activities that enrich the AEI student experience abroad.

The Student Activities Assistant generally works independently during office shifts with support from the Student Engagement Coordinator. This position collaborates with other AEI student workers a few times per term when co-leaders/drivers are needed for excursions and trips.

Responsibilities Include:

- Research and network to find fun and educational activities that will enhance the AEI student experience.
- Prepare a detailed plan at the end of each term for the following term's trips/events.
- Coordinate all trip and event logistics.
- Collaborate with campus partners.
- Share information with students via social media and email about upcoming trips/events.
- Create and manage trip registrations and waiting lists.
- Create shopping lists for event supplies.
- Prepare/serve refreshments for Tea Time (a bi-weekly snack break/social hour for AEI students, faculty, staff, and campus partners) and other events.
- Drive students in University Motor Pool vans on trips and excursions (van driver certification training available).
- Lead groups of up to 22 students on activities, excursions, and trips, ensuring that UO Risk Management Procedures are in place.
- Collaborate with and provide leadership to trip co-leaders.
- Ensure all participants of each activity have signed the appropriate liability waivers and photo releases prior to departure.
- Take photos and videos to capture the richness of each activity.
- Stay until the end of each activity to clean up and make sure everyone has left safely and the building is properly secured.
- Assist with New Student Orientation during the first week of the term.
- Engage students through social media by providing information about activities and posting photos after each activity is over.
- Support students by answering questions, providing resources, and helping them solve problems.

Minimum Qualifications

- Have a valid U.S. Driver's license with clean driving record.
- Willingness to obtain UO Van Driver Certification (training available).
- Be available to work 6-12 hours per week (most weeks 6 hours; additional hours for excursions and trips).
- Available to work some Friday afternoons and some Saturdays (3-5 trips per term).
- Able to engage in physical activities, which may include walking, hiking, and/or physically assisting students who may have disabilities.
- Proficient in Microsoft Word and Excel, Adobe Acrobat, Zoom, and web-based email applications.
- Strong research and networking skills to find fun and educational activities on campus and around Eugene and Oregon.
- Exhibits a customer-service mentality when it comes to serving students.
- Demonstrates strong critical thinking and problem-solving skills, willingness to find answers and learn new skills.
- Demonstrates reliability, accountability, and trustworthiness by prioritizing commitments, being communicative, and keeping sensitive information confidential.
- Willing to take initiative with tasks and projects and actively ask questions instead of waiting for supervisor.
- Prompt in responding to phone and email communications.
- Demonstrates effective time-management skills.
- Exhibits a high attention to detail.
- Comfortable working independently and in teams.
- Exhibits effective written and verbal communication skills in English.
- Demonstrates interest in and curiosity about other countries and cultures.
- Has an eye for
- Proficiency with social media platforms (especially Instagram, Facebook, and YouTube).
- Ability to manage a budget, calculate estimated expenses, and track actual expenses.

Preferred Qualifications

- CPR and/or First Aid certification.
- Ability to take high-quality photos and/or videos.
- Experience living or working abroad and/or adapting to a new culture.
- Experience learning a new language.
- Training in intercultural communication.
- Proficient in Arabic, Japanese, or Mandarin.

Beginning hourly rate: \$13.15