

Personal Recommendation

Please read this job description with _____ in mind. If you believe the student is capable of performing well within this description, then please sign your name at the bottom of this page in the area specified.

Thank you! –Student Development Team

Student Services Rep- Serves alongside the Director of Student Activities to strategically and creatively advocate for the Nyack student population in the following areas:

1. Facilities related to student life
2. Food services
3. Policies related to student life including but not limited to: residence life, fines and fees, and chapel

The goal for the SS representative is to build a student team that will engage the student body to identify concerns and issues and then engage the appropriate administration to have these concerns and issues addressed. The SS team will be an EAR and a VOICE for both the student body and the administration.

Necessary Requirements

1. Maintain a 2.5 GPA
2. Ability to manage a small team of students
3. A positive attitude toward Nyack College programs, policies, and population
4. Desire to work on behalf other people in sometimes stressful environments in a mature and professional manner so that creative, helpful, and strategic solutions can be developed and implemented throughout the year with little recognition and low personal gain.
5. Teachable attitude and willingness to be trained to best accomplish any task given by the Director of Student Activities.
6. Email, Internet, and Microsoft Word proficient (Required to check email on a daily basis)
7. Attend the following meetings
 - a. Weekly 1-on-1 with Director of Student Activities
 - b. Weekly SS team meetings
 - c. Monthly all campus leadership meetings
8. Able to fill weekly office hour requirements (3)

Print Name

Sign Name

Date

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