STRIPES PROGRAM ASSISTANT
JOB DESCRIPTION

General Requirements & Expectations

General Requirements:
1. Must be enrolled as a full-time student (12 hrs.) at LSU during the academic year;
2. Must be in good academic standing with the University, have at least a 2.0 semester and cumulative GPA; 2.5 preferred;
3. Must not be on academic probation, disciplinary probation with restrictions, or deferred suspension;
4. Previous participation in STRIPES is NOT required.

General Expectations:
- Serve as a positive representative of the University;
- Attend spring cohesion events, work days, summer trainings, and summer sessions;
- Maintain confidentiality in communication and processes related to program implementation;
- Assist in the recruitment of participants;
- Serve as a positive role model and mentor to participants during and after STRIPES;
- Assist in the planning, set-up, implementation, clean-up, and evaluation of the program;
- Abide by and enforce all STRIPES and University rules and regulations;
- Attend all events during STRIPES except when setting up/cleaning up other events;
- Participate in STRIPES reunions and activities during the academic year;
- Assist with other duties as assigned.

Program Assistant Responsibilities – General

- Complete at least 2 hours during work days assisting with the preparations for the program prior to the STRIPES summer sessions;
- Attend all spring student staff trainings;
- Complete all online Moodle modules prior to arriving for summer training;
- Assist your respective executive member in the implementation of their sessions;
- Attend ALL program sessions unless preparing for another event;
- Attend the STRIPES reunion(s); and
- Other duties as assigned.

Program Assistant Responsibilities – By Position

CAMPUS LIFE (1)
- Assist the Campus Life Coordinator with brainstorming and coordination of events during the spring semester;
- Assist with the set-up, implementation, and clean-up of all events overseen by the Campus Life Coordinator.
DJ (1)

- Select and submit all music to be approved by STRIPES advisor and chair prior to the STRIPES summer sessions;
- Be responsible for maintaining the sound system including: tracking, condition, and use of equipment;
- Inventory all equipment at the start of and conclusion of each STRIPES session;
- Maintain control of the DJ equipment during all events and activities where the equipment is needed;
- Work cooperatively with the golf cart drivers to ensure safe transportation of equipment to/from events.

EVENT LOGISTICS & HOSPITALITY (1)

- Assist the Event Logistics & Hospitality Coordinator during the spring semester with brainstorming and coordination of events for the summer sessions;
- Assist with the set-up, implementation, and clean-up of all events overseen by the Event Logistics & Hospitality Coordinator.

GOLF CART DRIVER (2)

- Be responsible for the condition and use of the golf carts;
- Transport materials to and from sessions as needed;
- Transport sick or injured participants or staff as needed.

HISTORY & TRADITIONS (1)

- Assist the History & Traditions Coordinator during the spring semester with brainstorming and coordination of events for the summer sessions;
- Assist with the set-up, implementation, and clean-up of all events overseen by the History & Traditions Coordinator.

PHOTOGRAPHER (1)

- Take photographs at all events (staff trainings, every event during summer sessions, academic year activities, etc);
- Work with the videographer to create and submit a slideshow history of each summer session on the last night of STRIPES for approval prior to the showing at the closing ceremony;
- Upload all pictures taken during STRIPES 2018 to the i-drive for storage;
- Provide all small group leaders and participants with a picture of their group at the close of each summer session;

STREAK LEADER (2)

- Assist the Streak Leader with brainstorming and coordination of events during the spring semester;
- Assist with the set-up, implementation, and clean-up of all events overseen by the Streak Leader.

VIDEOGRAPHER (1)

- Take videos at all events (staff trainings, every event during summer sessions, academic year activities, etc);
- Record individual participant testimonials regarding their STRIPES experience;
- Work with the photographer to create and submit a slideshow history of each summer session on the last night of STRIPES for approval prior to the showing at the closing ceremony;
Upload all videos taken during STRIPES 2018 to the i-drive for storage.

**Stipend**

Upon successful completion of all program assistant responsibilities, each program assistant will receive a $150 stipend (before taxes) from the STRIPES program.