



Launchpad for Success Job Description

The Office of Institutional Diversity (OID) is seeking a motivated student employee to assist with administrative functions of its Launchpad for Success Program (LP4S). The ideal candidate will be eager to contribute to the ongoing development of an emerging student development program. Upperclassmen who qualify for federal work study are strongly encouraged to apply.

About Launchpad for Success

Launchpad was created in the fall of 2020 by OID (in partnership the Center for Excellence in Peer Education, the Career Center and the Office of Multicultural Services) to address equity gaps in mentoring, career development and experiential learning among freshmen and sophomores (especially African American, Latino/a, Asian and Native American) at the College of Charleston. After a two-year building process, the program is welcoming its first cohort of students (led by peer coaches) this fall. Visit go.cofc.edu/launchpad to learn more about the program.

Position: Student Assistant

Hours: 10 hrs. per week

Pay: \$10/hr.

Reports To: OID Program Coordinator

Close Date: 09/23/22

Competencies for Role

- Written/verbal communication
- Qualitative/quantitative research, data collection, analysis
- Knowledge of tech applications (e.g. WordPress, Canva, Anchor, Microsoft Office Suite, Google Plus, etc.)
- Social media skills a plus (e.g. Facebook, etc.)

Desired Skills

- Great communicator
- Good time management skills
- Willingness to receive constructive feedback
- Creative/critical thinker
- Reliability, tact and professionalism
- Strong interpersonal skills
- Ability to work independently and collaboratively
- Self-starter, able to follow written instructions
- Able to meet deadlines
- Confidence engaging/working with diverse stakeholders (e.g. higher-ed staff, students, etc.)
- Experience working or communicating with individuals from a diverse background

Duties

- Assist with planning/coordination of Launchpad meetings and end-of-semester socials (e.g. venues, placing catering orders, etc.)
- Develop tracking process and lead discussions for on-time assessment of Launchpad Points System during bi-weekly Launchpad team meetings
- Establish Launchpad's presence across various social media platforms (e.g. LinkedIn, etc.)
- Update Launchpad's webpage as needed via Cascade CMS Server
- Disseminate correspondence to Launchpad students, peer coaches and other stakeholders, as-needed (e.g. Zoom links, emails, etc.)
- Create and distribute program forms to Launchpad students, as-needed (e.g. scholarship agreements, etc.)
- Complete other projects as assigned

Please apply here: <https://forms.gle/2MoLB9xE2gFsRZmM7>