

**FEDERAL WORK-STUDY:
STUDENT JOB REQUISITION REQUEST FORM**

WORKDAY INFORMATION REQUIREMENTS

Position Title: NCC Votes Ambassador

Hiring Manager's Full Name: Nykolai Blichar

Assignable Recruiter (if any): First and Last Name.

Department: Office of Student Life & Leadership Development

Cost Center: Enter Cost Center Name and Number.

Number of Openings: 2

Base Pay Rate: \$9.50

Posting Start Date: 9/8/2023

Application Deadline: 12/8/2023

Work Location: Bethlehem

Work Location: Choose a location.

Departmental Funds Available: No

JOB DESCRIPTION

Candidate Qualities

- Students with an interest in encouraging others to engage with their communities through volunteerism, service learning, educational programing or non-partisan voter engagement are encouraged to apply
- A proactive approach to work and conflict resolution.
- Outstanding attention to details.
- No prior experience required
- Must have the ability to work independently and/or as a team member.
- Must have a strong customer service orientation, the ability to use good judgment, and exercise discretion.
- Must have an excellent professional demeanor, self-motivated and flexible.
- Dependable, punctual, good phone etiquette and technology savvy.
- Working knowledge of basic office equipment and machines.
- Ability to communicate and work well with a diverse staff and other students.
- The student must be enrolled at Northampton Community College.

- The student must be awarded Work-Study through Financial Aid and Scholarships.
- Must be in good academic standing.

Job Outline

- Participate in and assist in the development of programming and initiatives that ensure voter registration, voter education and civic participation as a part of campus life.
- Plan, organize, and implement various civic and voter related events on campus including Constitution Day, National Voter Registration Day, Vote Early Day, National Voter Education Week, etc.
- Host weekly Voter Education tables leading up to each primary and general election that provides resources for voter registration, making a plan to vote, and other election related information.
- Present to classes and groups about election and civic related topics.
- Represent the Andrew Goodman Foundation, All-In Democracy Challenge, and the Office of Student Life & Leadership Development on campus and in the surrounding community.
- Work with the Assistant Director of Student Life & Leadership Development to implement the All-In and Andrew Goodman voter engagement reports.
- Submit programming trackers to the Andrew Goodman Foundation for each civic and voter related program.
- Work with the Assistant Director to organize and implement lobby days, advocacy days, civic related trips, and service-learning opportunities.

Pay/Hours

\$9.50 per hour

Hours are flexible and should average 10/week.

Funding Source

Federal Work-Study Only

Semester(s)

Positions are available for Fall 23, Spring 24 and/or student availability

Supervisor Contact Information

Nykolai Blichar

Assistant Director of Student Life & Leadership Development

Phone: 610-351-6112

Email: nblichar@northampton.edu

FEDERALLY REQUIRED QUESTIONS

How do you determine the pay rate for your students?

- Skill level
- Prior work experience
- Comparative pay to similar positions in the community
- Position's level of responsibility
- I do not base the pay rate on any of the above factors

Please describe how and on what frequency you will evaluate your student worker in this position. If you have not previously done this respond "Never".

Bi-weekly