



Position:	Student Assistant – Student Activities
Reports To:	Director of Student Activities
Terms:	Part-Time, 9 months, Student Position
Salary:	\$9.00 an hour
Starting date:	Open Until Filled

Position Summary

The Student Assistant supports the planning, promotion, and operation of Western Texas College student activities and campus events. The position provides hands-on experience in event planning, student engagement, leadership, teamwork, and communication.

Duties

- Assist with planning, setting up, conducting, and breaking down campus events.
- Welcome and engage students during activities.
- Assist with event registration, games, contests, and other activities.
- Help promote events through flyers, social media, and other campus communications.
- Assist with room, facility, and equipment setup.
- Help maintain organized supplies and activity areas.
- Help track attendance and gather student feedback.
- Assist with special events, tournaments, orientations, and campus traditions.
- Perform other duties as assigned by the Director of Student Activities.

Qualifications

- Must be a currently enrolled Western Texas College student.
- Dependable, responsible, and able to work as part of a team.
- Good communication and interpersonal skills.
- Positive attitude and willingness to interact with students.
- Ability to follow instructions and take initiative.

Work Schedule

Work hours will be based on student activities needs and the student's class schedule. Some evening and weekend hours may be required for special events.

Physical Requirements

May require lifting (safe limits) and standing for extended periods and assisting with the movement and setup of tables, chairs, equipment, and event supplies.



To apply, please submit via email only:

- A WTC Application (Please do not say “see resume”) [Application](#)
- A cover letter – not to exceed 2 pages, that includes a description of how the applicant meets the listed qualifications. The applicant may also include other applicable professional experience.

Review of applications will begin immediately and continue until the position has been filled. Application documents received without a cover letter describing your fit for the position will not be considered.

Please email documents to hr@wtc.edu

Western Texas College does not discriminate based on race, color, national origin, sex, disability, or age in its programs or activities.