

Roanoke Rovers Job Description

Join the dynamic team of Roanoke Rovers, students who support departments across campus with events, projects, and other short-term needs. Managed by PLACE (the campus center for Purpose, Life, and Career Exploration), Rovers will receive training preparing them to complete a wide variety of assignments. Through this opportunity, Rovers will have opportunities to build their resumes by gaining hands-on experience with multiple offices across campus and developing professional competencies in areas such as customer service, event logistics, office management, communication, and technology.

Rovers will work on an as-needed basis, with a minimum expectation of 10 hours per month or maximum of 20 hours per week.

This position is classified as a Grade 1 (entry or semi-skilled) opportunity.

Key Responsibilities:

- Complete Rover training led by PLACE staff members (career and self-development).
- Provide on-site support for one-time or recurring events such as orientation. This could include setup, attendee registration, directing guests, ensuring smooth operations, and cleaning up (professionalism, teamwork).
- Support assigned offices with temporary administrative tasks including phone coverage, clerical tasks, and filing (professionalism, technology).
- Accomplish short-term projects that meet department-specific objectives through tasks including data entry, research, and other components as assigned (critical thinking, career and self-development).
- Offer prompt feedback to PLACE staff on each completed assignment (communication).

Qualifications:

- Flexibility to complete assignments during business hours with occasional evening or weekend availability for unique events and projects.
- Adaptability to diverse projects, varied management styles, and changing schedules.
- Excellent written and verbal communication skills.
- Attention to detail.
- Valid driver's license and willingness to occasionally assist with off-campus assignments using college vehicles.
- Prior experience with administrative tasks or event logistics preferred but not required.
- Familiarity with programs such as Microsoft Office and Canva is a plus.
- Federal work-study eligibility preferred.

Physical Requirements:

- Ability to sit at a desk and work on a computer for extended periods.
- Ability to traverse campus on foot and lift/carry objects weighing up to 30 pounds occasionally.