

## Position Description

**Title:** Commencement Volunteer Cadre Assistant (CVCA)

**Department:** Office of the Vice President for Student Affairs, Brooklyn College

**Reports to:** Kiev Davis, Commencement Operations Specialist

**Overall Responsibility:**

Assisting with preparation for the 2013 commencement exercises and assisting with the coordination on the days of the ceremonies

**Key Areas of Responsibility:**

- The dissemination of information related to upcoming undergraduate and graduate commencement exercises to be held in June
- Assisting with the ticket distribution process
- Assisting with various logistical tasks on the days of the commencement exercises
- Other duties as assigned

**Consults with:**

CVCA's will frequently work with staff from the Office of the Vice President of Student Affairs including, but not limited to, Associate Dean Jacqueline Williams, Daniela Brown, Kiev Davis, Renee Straker, Eric Vasquez, and Kimberly Joseph.

**Term of Service:**

Spring 2013 semester terminating May 30, 2013.

**Qualifications/Requirements: (Should be students not participating in the commencement exercises)**

- A Brooklyn College student in good academic standing (GPA 2.0 or above)
- Be able to communicate information clearly and effectively to diverse populations
- Possess strong interpersonal skills
- Be reliable
- Be able to work in a fast-paced, flexible environment
- Proficiency in Microsoft Office (Word and Excel) desired

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### **Benefit to Students:**

- Volunteers hours and service-education units toward SERVA recognition (15 – 30 hours for the semesters, 2 – 3 service education units)
- Valuable work experience to put on your resume.

### **To Apply:**

- Contact Office of Student Assistance and Referral (2113 Boylan Hall)
  - E-mail: [KievD@brooklyn.cuny.edu](mailto:KievD@brooklyn.cuny.edu)
- Fill out application form and return to [KievD@brooklyn.cuny.edu](mailto:KievD@brooklyn.cuny.edu)