# Description

The Commuter Assistants are responsible for assisting in assessing commuter student interests and needs and assisting in the creation and maintenance of services and programs that enhance the commuter student experience.

# Supervision

## Received

Works under the direct supervision of the professional staff and the Commuter Affairs Lead.

## Exercised

None.

# Duties

* Serve as a resource for commuter students and be available to answer questions from students, faculty, and visitors.
* Assist in the creation of surveys and assessment materials used to evaluate the needs of the commuter population.
* Create and distribute outreach materials and publications such as newsletters, flyers, and other media used to increase the awareness of and engagement in commuter services and programs.
* Maintain the Commuter Affairs bulletin board with updated information about current programs and services.
* Sign out commuter lockers and maintain organized and secure files of locker information.
* Maintain the Commuter Affairs website and Facebook group with current information.
* Routinely check the Commuter Affairs email and respond to student emails appropriately.
* Plan and organize, promote, implement and evaluate positive campus programs for commuter students.
* Establish positive relationships with commuters, staff members, and with members of the Fitchburg State College Community.
* Attend staff meetings as scheduled by the Commuter Affairs Lead.
* Other duties as assigned.

# Qualifications

Effective written and verbal communication skills required. Energy and enthusiasm to learn about the needs of the commuter student population, along with the motivation to create change. Creativity to work with ideas and create programs that enhance the commuter student experience.