The department of BBE Outreach Assistant is a part-time position. The person in this role will be working closely with the Student Recruitment and External Relations Coordinator, and will be responsible for providing administrative support for the department of Bioproducts and Biosystems Engineering. This role will assist with recruitment, educational outreach, events, and more.

**Responsibilities**

- Work closely with Student Services & External Relations Coordinator and BBE staff to assist with recruitment of prospective students, educational outreach to a variety of groups, and plan events
- Help to organize prospective student tours and meetings
- Help represent the department at outreach and recruitment events, as needed
- Maintain accurate contact records of prospective students, donors, etc. including data entry and exporting
- Provide support to department of BBE events, including occasional evening and weekend event assistance
- Assist with uploading and organizing event photos after events
- Assist with volunteer (of students, staff, faculty, etc.) coordination for events
- Help do light cleaning in select areas of Kaufert Lab with assistance from other student workers and staff.
- Other administrative support or duties for BBE faculty and administrative staff as assigned, or approved by supervisor or department head

**Required Qualifications**

- Ability to effectively interact and communicate with prospective students, families, donors, industry, and other individuals within the community
- Ability to quickly learn new things
- Ability to work alone as well as part of a team with professional staff and faculty to understand project needs, ask clarifying questions, and communicate regularly with team members
- Ability to juggle multiple projects (prioritize workload), be a creative problem solver, be detailed and organized, and have a conceptual aptitude
- Positive attitude and eagerness to learn
Desired Qualifications

- Pursuing an undergraduate degree in BBE or SSM
- Interest in event planning and event organizing
- Interest in science and applications to environmental sustainability, renewable resources, and systems and products

Details

- Looking to fill position ASAP
- Preference will be given to students who have at least four semesters left before graduation
- Ideal candidate would work over the summer months, but this is not required
- Approximately 6-12 hours per week during the school year and summer hours are flexible; working predominantly during office hours between 8:00am-4:30pm Monday-Friday
- Applicants must be University of Minnesota students in good academic and judicial standing

Applications

Send a resume and cover letter, to bbeoutreach@umn.edu with the subject line “Applying for Outreach Assistant Position.” In your email, please specify if you are in the BBE or SSM program, and please indicate if you are available to work part-time during this summer for between 4-12 hours a week between the hours of 8:00 am – 4:30 pm Monday through Friday in person at Kaufert Lab.