

Illinois FFA Center 2017 Student Worker Position

Job Summary:

This position is to provide assistance and support for the activities of the Illinois FFA Center including but not limited to the Illinois Association FFA, Illinois Foundation FFA, Illinois Association of Vocational Agriculture Teachers (IAVAT), Post-Secondary Agriculture Student Organization (PAS), Illinois Association of Community College Agriculture Instructors (IACCAI) and Illinois FFA Alumni.

Essential Functions:

- Perform the mental and physical demands of the position
- Dependable attendance and punctuality
- Team player with the ability to work, independently in a frequently changing environment
- Excellent interpersonal, listening, written, and verbal communication skills
- Interact and work with a diverse group of internal/external people
- Effectively prioritize, organize, use time-management skills and be adept at multi-tasking
- Maintain confidentiality

Application Process:

Student worker applicants must submit the following to the Illinois FFA Center Business Manager no later than Thursday, December 1, 2016:

- Cover Letter
- Current resume
- 3 References including name, business/company, title, phone number and email address

Mail information to: Illinois FFA Center, 3221 Northfield Drive, Springfield, IL 62702

Email information to: arochkes@illinoisffa.org

A phone interview for the student worker position will be held with the Illinois FFA Center Executive Staff on Thursday, December 8, 2016.

Supervision:

Student Worker reports to the Business Manager and Illinois FFA Center Executive Staff. The Business Manager is responsible for supervision, performance review and disciplinary actions with input from the Illinois FFA Center Executive Staff.

Work Schedule & Compensation:

- The student worker will begin his/her duties in January 2017 on an agreed upon date.
- The student worker will set a schedule of 10 hours per week and update the Intern/Student Worker Google Calendar of the days of the week and times he/she will be expected at the Illinois FFA Center.
- The student worker will be compensated at \$10 per hour and paid bi-weekly. Any out of pocket expenses incurred by the student worker for things related to the position will be reimbursed by the Illinois FFA Center.
- The student worker is encouraged to use the company vehicle but on occasion may have to use their personal vehicle. Mileage will be reimbursed at \$0.45 per mile.