

## **Countdown to College (C2C) - Camp Planning Assistant**

SS - Spring 2025

### **Description:**

Countdown to College (C2C) - Camp Planning Assistants will assist the Senior Director of Student Success with the planning and implementation of day to day tasks of C2C. Each planning assistant will be responsible for certain aspects in relation to camp, including food and travel logistics, field trips and activity planning, mailings and camper communications, and overall planning of camp. Planning assistants do not need to commit to being a summer counselor, but will have the opportunity to serve as one if they please.

**Time Commitment:** 5-10 Weekly Office Hours, Spring 2025 Semester

**Remuneration:** \$12 an hour

**Supervisor:** Tricia Dobrient, Senior Director of Student Success

**Positions Available:** 1

**Student Type:** Work study and non-work study eligible

### **Expectations / Responsibilities:**

- Monitor, respond, and provide communication through the C2C email address
- Work on logistics of assigned area of camp planning
- Maintain focus during work hours, respecting that C2C work should be done while clocked in
- Be attentive to your email, responding to communication within 48 hours
- Keep communication open with supervisor
- Maintain student and camper confidentiality within the Student Success Center

Please send a resume to Tricia Dobrient ([tdobrien@smumn.edu](mailto:tdobrien@smumn.edu)) if interested in the position.