

Overnight Host.

Find all the details on Inside Augsburg by going to On-Campus Student Jobs and searching “Auggie Ambassador” or “Overnight Host”. Interviews will begin the second week of classes so get your application in fast.

We would love to add you to the Admissions team!

📅 September 7, 2018 / ✉ Email a correction for this post

## **Now Hiring: MNUDL Operations/Administrative Support Position**

submitted by [froehlic@augsborg.edu](mailto:froehlic@augsborg.edu)

Now Hiring: MNUDL Operations/Administrative Support Position

The Minnesota Urban Debate League, a program of Augsburg University, is seeking new student employees for the academic year of 2018-2019. Each position will be scheduled to work 10-15 hours per week.

Job Description:

Essential job functions include, but are not limited to:

- Assist admin with clerical tasks (P-Card reconciliation, organizing the office, paper/electronic filing, delivering documents)
- Assist admin with logistics (scheduling buses, scheduling pizza parties for debaters, etc)
- Assist program staff with administrative tasks pre and post-tournament (scanning, filing, assembling judge materials and nametags)
- Volunteer Recruitment: to include tabling, posting recruitment posters, connecting with relevant classes/campus groups
- Other duties as assigned
- Other duties aligned with applicant's individual strengths

Requirements:

- Be comfortable working with youth and adults
- Be organized and possess excellent interpersonal skills; excellent customer relation skills needed
- Organized, timely communication needed
- Be 18 years of age or older – this is helpful, though most University students will qualify
- Some knowledge of debate, speech, or argumentation helpful but not required
- Be able to self direct, some projects will require working on your own after getting an overview
- Having these skills / experience is helpful – but we are willing to provide training and grow with a candidate

Application Instructions:

To set up an interview contact:

- Genesis Williams, Administrative and Program Assistant
- Email: [williamg@augsborg.edu](mailto:williamg@augsborg.edu) | Telephone: 612-330-1730
- Foss 18 (Basement)

[Learn More About Our Student Position](#)

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## **Got Service Hours Requirements? Volunteer with MN Urban Debate League**

submitted by [froehlic@augsborg.edu](mailto:froehlic@augsborg.edu)

MAKE A DIFFERENCE IN THE LIFE OF A YOUNG PERSON.

Help diversify the pipeline of future leaders in business, law, and the community at large.

Be a Debate Judge!

We depend on volunteers to judge our high school, middle school, Spanish, and Somali debate tournaments held