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**Job Title:** Career Closet Student Employee

**Department:** The Office of Student Leadership and Engagement (OSLE)

**Hourly Rate:** To be determined by supervisor
**Work Hours:** 15-20 hours per week (structure to be determined by supervisor)

**Position Summary:**

The Student Employee supports the day-to-day operations of the Office of Student Leadership and Engagement (OSLE), playing a vital role in delivering high-quality customer service. A key component of this position involves assisting with the Career Closet, a free resource that provides Alabama A&M students with professional and business casual attire suitable for interviews, career fairs, and professional environments. The collection includes suits, blazers, skirts, button-down shirts, and more. Maintaining a polished appearance is essential for students navigating the job market, and this service helps them make strong, professional first impressions.

**Purpose and Learning Outcomes:**

* Gain a comprehensive understanding of OSLE operations
* Assist in the coordination, management, and support of the Career Closet initiative
* Enhance your resume and expand your professional network
* Engage in continuous self-assessment through regular coaching sessions with OSLE staff

**Key Responsibilities:**

* Provide a welcoming and professional experience for all visitors
* Represent Alabama A&M University positively while upholding departmental policies
* Assist in handling donations, including unloading and organizing merchandise
* Distribute tax receipt forms courteously
* Maintain donation records using Excel and help manage inventor
* Inspect all donated items for cleanliness and functionality, including zippers, buttons, and seams
* Discard damaged items and remove waste as needed
* Hang and arrange clothing in an orderly fashion
* Support students in selecting attire appropriate for interviews and professional settings
* Serve as a dressing room attendant
* Return unselected items to clothing racks
* Demonstrate teamwork and maintain a professional demeanor
* Participate in OSLE trainings, meetings, and assigned campus programs
* Complete additional administrative tasks and special projects as assigned

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Comfortable using office equipment such as photocopiers, voicemail systems, and computers
* Capable of light physical labor, including lifting and moving donations
* Able to stand and walk for extended periods and lift up to 40 lbs
* Self-motivated with the ability to complete tasks independently
* Strong problem-solving, decision-making, and conflict-resolution skills
* Open to learning and taking on new projects

Minimum qualifications:

* Must be a full-time student at Alabama A&M University
* Willingness to learn and use all OSLE software systems
* Friendly, approachable, and service-oriented attitude
* Reliable, punctual, respectful, and committed to performing job duties with integrity
* Strong communication skills, both written and verbal
* Adherence to the University’s dress code policy
* Proficiency with Microsoft Office and use of a PC in an office environment
* Availability to work 15–20 hours per week (schedule to be set by supervisor)

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Communication: Students will practice clear, friendly, and professional verbal communication while interacting with students, staff, and donors, displaying excellent customer service skills
* Professionalism: Students will follow through on tasks, displaying effective time management and multitasking strategies