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Baruch College Jobs — University Student Activities Assistant — New York, NY, USA

Description

The day-to-day duties of a University Student Activities Assistant are closely linked to campus student life and events, a relevant focus for Baruch Jobs in New York, NY, USA. This kind of role combines coordinating student organization event requests with organizing program registrations and tracking campus activity expenditures. Useful strengths include student activities, event planning, and budget records, especially when accuracy and timely updates matter.

Responsibilities

- Coordinating student organization event requests.
- Organizing program registrations.
- Tracking campus activity expenditures.

Qualifications

- Working familiarity with student activities and event planning.
- Comfortable with coordinating student organization event requests and checking details before handover.
- Can maintain accurate records while working with several service requests.

Experience

Experience organizing information connected to campus student life and events is particularly transferable.

Skills

student activities, event planning, budget records, University Student Activities Assistant

Career Information

Explore Baruch College career and organization information to find current openings and application instructions.

Hiring organization
Baruch College

Employment Type

Industry
Education & Student Services

Job Location
New York, NY, United States

Date posted
November 18, 2026

Valid through
2026-11-20