



Student Aide Position Description

ASPIRE Student Aides help expand the reach and effectiveness of the ASPIRE/Career and College Center by supporting peers, assisting with events, and helping maintain an accessible, welcoming environment for all students exploring career and college pathways.

Student Aide Position Responsibilities

1. Peer Outreach & Promotion – ASPIRE Ambassadors

- Share upcoming ASPIRE events, workshops, and deadlines with peers.
- Encourage Classmates to engage in Career and College Readiness (CCR) activities

2. Event Support

- Assist with setup, sign-ins, greeting students, and general support for FAFSA/ORSAA and scholarship events, job fairs, and presentations.
- Help ensure events run smoothly and students/family/caregivers feel welcomed.

3. Student Intake Support

- Greet students as they enter center and serve as first point of contact, helping to orient with appropriate ASPIRE/CCR materials and resources.
- Identify and refer students to ASPIRE Coordinator for detailed CCR questions.

4. CCR Resource Navigation

- Become familiarized with [ASPIRE Resources](#), [Career/College Basics](#) and ASPIRE/Career and College Center resources to help give quality student support.
- Help students independently find and use CCR materials and resources.

5. Build a Welcoming Environment

- Stand, welcome, and move to engage students who enter ASPIRE/Career Center
- Contribute to a positive, inclusive space that encourages more students to seek support.
- Be positive - Help reduce intimidation around career/college planning.

6. Content Creation

- Help create flyers, posters, announcements promoting ASPIRE opportunities.
- Support coordinator with "ASPIRE Tips of the week" and social media content.

7. Assist Students with Career/College Support

- Provide assistance with career/college exploration.
- Distribute [CCR and financial aid checklists](#)/help students as they complete steps.

8. Organization & Administrative Support

- Organize materials, tidy resource areas, refresh bulletin boards, and update printed information.
- Assist with logistical tasks – student call slips, workshop sign-ins, or other projects as assigned.

9. Build Career and College Culture

- Participate in CCR Activities, events, workshops and invite others to attend
- Develop and implement student-led CCR engagement activities – be creative.

10. Specialized Student Aide Roles (as assigned)

Student Aides may take on additional roles based on interests, such as:

- Tech helper for career/college workshops and events
- Event logistics and support
- Develop and/or participate in Peer Mentor Program for students grades 6-10.
- Club/CTE liaison to help share ASPIRE opportunities across campus

Student Aide Position Expectations

- ☐ Demonstrate reliability, responsibility, and a positive attitude.
- ☐ Maintain confidentiality and respect student privacy at all times.
- ☐ Ask questions when unsure and refer students to the ASPIRE Coordinator when needed.
- ☐ Model professionalism and inclusion in the College & Career Center.
- ☐ Primary work during this class period is to support career and college readiness activities and projects as assigned by the ASPIRE Coordinator. Once assignments/projects are complete a student will prioritize the following:
 1. Work on personal career/college exploration, financial aid, scholarships, and/or career/college applications.
 2. Research volunteer or job opportunities
 3. Complete/update personal activities chart and/or resume
 4. Classwork/homework

I, _____, understand the expectations and responsibilities outlined in the ASPIRE Student Aide Position Description. I agree to uphold these expectations, support the ASPIRE/Career and College Center in a positive and professional manner, and seek guidance from the ASPIRE Coordinator when needed. I commit to being dependable, respectful, and proactive in helping students access career and college resources.

Signature: _____

Date: _____