



JOB DESCRIPTION INSTRUCTIONS

Name of Position: Campus Life Office Assistant

Department: Campus Life/Student Life

Campus Location: Campus Life Office (Lower level of Roy L. Smith Student Center)

Supervisor: Anjaih Clemons, Director of Campus Life

Length of Contract: Academic Year

Hours: 5-10 hours per week, or as needed (*varies*)

Pay Rate: Minimum Wage

Job Responsibilities:

- Maintain scheduled office hours and assist with the daily office operation as determined by supervisor
- Create publications (fliers, brochures, etc.)
- Post fliers around campus
- Filing
- Promote campus events through innovative and traditional PR/advertising techniques
- Run errands for Campus Life Staff
- Other duties as assigned

Qualifications:

- Positive attitude, demonstrates flexibility and is a team player
- Excellent customer service and people skills
- Knowledge of basic office computer applications (Word, Excel, PowerPoint, etc.)
- Some PR/advertising skills preferred, such as: poster making, painting banners/signs, computer program knowledge of Adobe PageMaker 7.0 or higher. CREATIVITY COUNTS!

Evaluation: Student will be evaluated based on performance and completion of projects at the end of each semester