



JOB DESCRIPTION: Eagle's Nest, Inc.

Name of Position: Student Worker for Eagle's Nest, Inc

Department: Community Service

Campus Location: 112 E 9th, Winfield KS 67156

Supervisor: Gayle McPherson

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: To assist with various aspects of marketing.

Job Responsibilities: Provides support to CEO by:

- Preparing information for Facebook (usually with pictures),
- Sending advertisements to the Winfield High School Viking Voyage,
- Providing other marketing information and materials as requested,
- Providing miscellaneous assistance as requested,
- Making suggestions on other marketing ideas.

Qualifications:

- Marketing skills,
- Familiarity with office equipment: copier, fax, scanner, computer
- Good computer skills (Microsoft Word, Excel and Facebook)
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15-20 hours per week
- Flexible Schedule (if required)

Skill Development Areas:

Listening, Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Student Learning.

Evaluation: Student will be evaluated for each job completed.