JOB DESCRIPTION:

Student worker for the Division of Communication, Computer Science, Digital Arts, and English

Name of Position: Student Worker for Division of Communication, Computer Science and Digital Arts, and English (CCSDAE)

Department: Division of Communication, Computer Science and Digital Arts, and English

Campus Location: Christy building (English Department, Communication Department)

Supervisor: Dr. Alice Bendinelli

Length of Contract: Fall / Spring semester (2023-2024)

Pay Rate: Minimum Wage

Job Purpose: The student workers for the CCSDAE Division assist with a variety of office support and administrative duties to support the faculty and students in the division. They are detail-oriented, complete tasks in a timely manner, and remain engaged in the daily activities of the divisional unit. The student workers will have frequent contact with students and support student success.

Job Responsibilities:

• Assist with answering emails, faxing, filing correspondence, running errands on campus, stuffing envelopes and making copies.
• Greet office guests, answer questions and direct to the proper individual(s).
• Data entry into a Microsoft Excel spreadsheet; database, etc.
• Maintain communication with divisional members and alumni
• Facilitate the use of equipment (cameras, sound equipment, etc)
• Take inventory of divisional materials
• Decorating bulletin boards and running errands on campus
• Support faculty with clerical tasks
• Uphold FERPA and other confidential matters.
• Check paper and other office supplies used by students and departmental members.
• Assist with the organization and hosting of departmental or divisional events
• Create promotional materials
• Assist with social media management
• Review/Audit Webpages for updates
• Complete photo/video assignments
• Make suggestions on how to streamline a process or task that is manual.
• Other administrative duties or special projects as assigned.

Qualifications:

- Experience preferred.
- Priority will be offered to students in the division and familiar with the program they will be supporting: Communication, Computer Science and Digital Arts, and English.
- Familiarity with the office equipment (computer, copier, and scanner).
- Familiarity with desktop publishing and photo editing software: Adobe Creative Suite (preferred)
- Strong computer skills: Microsoft Word and Excel
- Strong understanding of social media sites: Twitter, Instagram, Snapchat, Facebook
- Exhibit excellent communication skills, attention to details, and be solution oriented.
- The ability to handle confidential matters and to be professional
- Ability to work well with others.
- Willingness to tackle new projects and learn new skills as necessary.
- Flexible schedule (if required).
- Ability to work between 10 hours per week.

Skill Development Areas:

- Listening, Customer Service, Time Management, Multitasking, Communication, Research, and Professional Autonomy.

Evaluation:

Student workers will be evaluated at the end of each semester or at the end of their job period.