



JOB DESCRIPTION:

Division of Communication, Computer Science, Digital Arts, and English Student Worker

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

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

Campus Location: Christy Building

Supervisor: Venkata Batthula

Length of Contract: Semester Based

Pay Rate: Minimum Wage

Job Purpose: The student worker for the CCSKAE Division assists 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 them 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 tasks 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, Digital Arts, and English
- Familiarity with the office equipment
- Familiarity with desktop publishing and photo editing software: Adobe Creative Suite
- Strong computer skills: Microsoft Word and Excel
- Strong understanding of social media sites: Twitter, Instagram, Snapchat, and Facebook
- Exhibit excellent communication skills, attention to details, and be solution oriented
- The ability to handle confidential matters and be professional
- Ability to work well with others
- Willingness to tackle new projects and learn new skills as necessary
- Flexible schedule
- 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.