

Job Title Student publications assistant
Office/Department College Communications
Location (Building) 2nd floor, Old Sem
Supervisor Beth Kucera
Number of Student Workers Employed 1
Job Wage Rate or Range \$7.25
Position Summary Works with, and under the direction of, the Publications Director to manage outlined tasks and assume additional individual projects as necessary. The majority of the work is directly related to the production of print materials for offices throughout the college. Desktop publishing skills and graphic design sense are required as well.

Principal Duties and Responsibilities Designing, and production of print jobs including: brochures, invitations, programs, citations, newsletters, and others as assigned.
Image scanning and compilation of digital image database.
Organizing and filing of all printed materials produced in OCC, together with the job sheets, into archival books.
Organizing and filing of all CDs/DVDs containing the files of those publications.

Knowledge Skills and Abilities

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| <input checked="" type="checkbox"/> Typing | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input type="checkbox"/> Photocopying |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Cataloging |
| <input type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Telemarketing |

- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

Additional Job Qualifications

- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Computer skills including: Quark Express and Adobe Photoshop, Illustrator, and InDesign. Ability to effectively communicate and interact professionally in a variety of situations (in person and on the telephone.) Traits of organization, creativity, and attention to detail a plus. Ability to maintain confidentiality.

Expectations

Working Conditions

Work is performed primarily while seated in an office environment.

Other