

Job Title	<u>Student Assistant</u>
Office/Department	<u>International & Off-Campus Studies</u>
Location/Building	<u>Old Sem</u>
Supervisor (Title of Supervisor) Studies	<u>Program Coordinator for International & Off-Campus</u>
Rate of Pay if not Minimum Wage	<u>Minimum Wage</u>
Position Summary management.	<u>Assist with outreach, social media, event planning and</u>
Principal Duties and Responsibilities	<u>Update OCS social media accounts, assist with OCS fairs and events, create posters and flyers for OCS courses.</u>

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| <input type="checkbox"/> Phone Coverage | <input checked="" 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 |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Supervisory Responsibilities |
| <input checked="" type="checkbox"/> Receptions/Registrations | <input type="checkbox"/> Microsoft Word |
| <input checked="" type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Installing Hardware |
| <input type="checkbox"/> Microsoft PowerPoint | <input checked="" type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Dreamweaver | <input checked="" type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Troubleshooting PCs | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Sports Information | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Interlibrary Loan |
| <input type="checkbox"/> Library Circulation Desk | <input type="checkbox"/> Food Preparation |
| <input checked="" type="checkbox"/> Photography | <input type="checkbox"/> Cash Register Skills |
| <input type="checkbox"/> Maintain Inventory | |
| <input type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications	<u>Experience with social media preferred. Experience with creative advertising also preferred.</u>
Expectations	<u>Student will work roughly 2 hours/week (or with events as needed). Student is expected to maintain active and honest communication with supervisor about hours and availability.</u>
Working Conditions	<u>Office work inside, occasional walk around and carrying items inside and outside</u>