This position will support the Center for Civic Engagement. Duties to include: maintaining and managing the Center’s social media accounts and website, assist with technical support for digital programming, provide assistance with developing advertising materials for miscellaneous programs, participating in the Center’s activities, assist with planning and carrying out events. Required to provide high level information. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**

1. Copying
2. Scanning and/or shredding
3. Provide general information related to the department
4. Record maintenance, preparation and review of forms, data entry
5. Mail department information
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Maintain inventory
9. Set up learning environment (such as labs, classrooms, etc.)
10. Check out equipment
11. Event preparation and support
12. Prepare reports
13. Collect and record data
14. Maintain knowledge of multiple programs
15. Provide limited technology support to end users
16. Tutor, ability to take lecture notes, act as scribe, and proof read
17. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
18. Interpret regulations and policies
19. Maintain and/or process records

**REQUIRED QUALIFICATIONS**

- High School Diploma or Equivalent
- 1 year of related work experience

**KNOWLEDGE SKILLS AND ABILITIES**

- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
• Ability to sort, merge, and complete mass mailings
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
• Ability to multi-task

USE OF EQUIPMENT AND MACHINERY

• Use computer for word processing