POSITION SUMMARY

The work study position will be integral part of the day-to-day operation and support of the College Relations team. Primary duties will include printing, production, and distribution of various marketing materials. The work study position will also assist with event coordination and interaction with various community members, executive level staff, and students. Assist College Relations department with copying, scanning, report-pulling, and photography/videography. Required to help with events, outreach, and graphics and social media projects. Additional duties may include print-production, supply maintenance, manual construction of materials, catalogue all marketing materials, and represent student body at high-level events. Will work with and assist diverse groups. May interact one-on-one with students. May interact with a high volume of customers.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Event preparation and support
11. Prepare reports
12. Collect and record data
13. Provide limited technology support to end users
14. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
15. Interpret regulations and policies

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

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

USE OF EQUIPMENT AND MACHINERY

• Pushing or pulling carts or other such objects
• Lift objects weighing up to 20 lbs.
• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing