PART I: Department Information

<table>
<thead>
<tr>
<th>Department: Career Services</th>
<th>Job Title: Career Services Office &amp; Marketing Assistant</th>
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<tr>
<td>Supervisor: Shannon Doran</td>
<td>Ext: 1160</td>
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<td>Cost Center #:</td>
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PART II: CWS Position Description: (Required.)

Description:
The Career Services Office & Marketing Assistant will assist the Career Services Coordinator in maintaining efficient, professional, and timely communication with students, faculty/staff, and employer partners. They may also provide support in the following areas: social media and other marketing campaigns; website content development and maintenance; proofreading and editing; online research; website maintenance and development; workshop/event coordination; surveys and data collection; as well as clerical documents and processes. They will also provide students with technical support, resources, and referrals, when appropriate. All work for this position will be remote, during the Spring 2021 semester (at minimum); the Work Study student hired for this position will need to use (and cover all costs for) their computer, internet services, phone and phone service.

Minimum Required Qualifications:
- Customer service skills: friendly, helpful, professional, organized, and timely follow-through
- Strong communication skills: Able to articulate thoughts and questions in a clear, descriptive, and proactive manner; active listening skills; comfortable with asking questions
- Time management skills, responsible, and strong work ethic
- Ability to receive, consider, and integrate constructive criticism
- Ability to learn and work independently
- Problem-solving skills, creativity, persistence, and flexibility
- Basic computer skills: Word or Google Docs
- Attention to detail and organized

Preferred Skills:
- Excel spreadsheets or Google Sheet skills
- Understanding of Google: Drive and Google-sharing processes
- Basic organization skills for (i.e. electronic) files, documents, etc.
- Professional phone and email writing skills
- Familiarity with online/video communication
- Touch typing and/or the ability to type quickly
- Proof reading and editing skills
- Write descriptions for images used in presentations
- Social media skills and knowledge
- Website development and Wordpress experience

PART III: 50% or more of the skills listed above will be developed, practiced, and/or improved through this Work Study experience. Additionally, knowledge of Career Services and career/job resources will be gained. Students will have the opportunity to improve their professionalism and overall career readiness.

TO APPLY: Please email a resume, cover letter, and reference sheet to Shannon Doran, the Career Services Coordinator, at careerservices@gmail.com.