

# Sample Student Employment Job Description

## Responsibilities:

List all duties the student is expected to perform.

## Other Duties:

Include "Other duties as assigned" to cover unforeseen responsibilities.

## Required Qualifications:

Skills/Qualities you require of all applicants.

## Desired Skills:

Skills/Qualities you are looking for in the ideal candidate.

## Hours per week:

Provide range of work hours per week.

## Compensation:

Provide wage or wage range.

## Job Description:

### RESPONSIBILITIES

- Build knowledge of office through speaking to classes on general services and communicating face-to-face with students (e.g. pass out information pieces on concourse)
- Write weekly blog on [tigersprepare.blogspot.com](http://tigersprepare.blogspot.com), post updates on Facebook page
- Evaluate current marketing, advertising and public relations campaign and assist in creating updated ways to reach students for the 2011/2012 academic year
- Paint windows and contact local businesses about painting windows and posting information on their marquees about events
- Disseminate marketing pieces across campus in timely manner
- Write and distribute Public Service Announcements and Press Releases for events and services
- Pursue and prepare for interviews with local and campus radio and TV stations
- Plan and create new marketing materials utilizing existing technology and resources
- Other duties as assigned

### REQUIRED QUALIFICATIONS

Applicants should be a rising junior or senior and have demonstrated coursework and/or experience in communication, public relations, marketing areas.

### DESIRED SKILLS

- Creative, organized, and efficient
- Teamwork skills AND able to work independently
- Strong presentation skills, comfortable in front of large crowds (diverse in age)
- Initiative and self-motivation, able to work autonomously while updating supervisor regularly
- Able to handle multiple tasks
- Attention to detail
- Oral / written communication skills
- Organization / coordination skills
- Creativity
- Flexibility
- Willingness to learn
- Strong computer skills to include Word, Publisher and PowerPoint and prefer experience with Photoshop, InDesign and Illustrator
- Able to work 10-12 hours a week, M-F, between 7:45 a.m. and 4:45 p.m.

### COMPENSATION

- \$7.50-\$8.00/hr based on experience; paid bi-weekly

May 2011 - April 2012 | 10 hrs/week

Possible renewal for the 2012-2013 academic year