

**JOB ANALYSIS
CSC WORK STUDY PROGRAM**

Date: July 1, 2013
Department: Student Life
Job Title: Student Worker
Supervisor: TBD
Phone Extension: 5332

Description of Job Duties

- Create marketing materials
- Assist with campus events
- Maintain student life campus signs
- Assist with organizing and implementing student life events
- Set up supplies and equipment for student life events
- Assist SGA (Student Government Association) with marketing SGA sponsored events

Specific Experience and Skills Required

Be familiar with Microsoft Word, Excel
Actively use email
Experience with graphic design preferred
Experience with photography preferred
Be able to set up equipment and supplies for special events
Be able to lift 20lbs

Licenses or Training Required

None

Specific Hours Needed to Work (if applicable)

Preferably within or around the time frame of Monday-Thursday 11am-1pm
Some evening hours