CalWORKS WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Worker III/Communication and Marketing Support

DEPARTMENT: Communication and Public Information

FILING DEADLINE: February 19, 2016 at 12:00 p.m.

REPRESENTATIVE DUTIES:

• Administrative support (Check phone messages, filing, copies, office organization, prep for meetings, and others as needed)
• Marketing and Advertising coordination (includes brainstorming/collaborating)
• Design flyers (for plasmas, email invitations and announcements)
• Proof collateral for branding
• Social Media postings and comment control
• Photography
• Run errands on campus
• Provide support to Administrative Assistant in area

KNOWLEDGE AND ABILITIES:

• Microsoft Office
• Publisher or willing to learn
• Use of a photo camera
• Social and customer service skills
• Professional appearance and demeanor

CONDITIONS OF EMPLOYMENT:

• Must be eligible for CalWORKs Work Study
• Must be enrolled in a minimum of 9 units at Hartnell College each semester
• Must have a minimum G.P.A. of 2.0.
• 15 to 20 hours per week (not to exceed 20 hours per week)
• Salary range $13.00 an hour

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

• A completed Hartnell College Application for Student Employment on Campus form.
Submit the completed Student Employment Application to Esmeralda Montenegro
In the Advancement and Development/Foundation Dept., **Bldg E Rm 101**