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

DEPARTMENT: Communication and Public Information

FILING DEADLINE: January 22, 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