

MARKETING & PRESIDENT'S OFFICE

POSITION: Marketing & President's Office Work Study
DIVISION: President's Office
DEPARTMENT: Marketing & President's Office
BUILDING: Administration Building
CAMPUS: Main Campus

FWS SUPERVISOR: Amy Evans
DIRECTOR: Amy Evans
PRESIDENT: Dr. McMillen
PHONE NUMBER: 903-463-8628

HOURS per WEEK: 10-15
(20hr MAX)

HOURS PREFERRED:

JOB DUTIES:

- Assist both Marketing/Public Information & President's office
- Copying, errands, and assisting with marketing initiatives, etc.
- Assist with creating and distributing marketing messages using various social media platforms
- Pick up and sort mail from mailroom daily
- Assist with maintaining and providing feedback on the college's website
- Other duties as assigned

SOFTWARE:

SKILLS: Strong customer service skills, desire to gain marketing/social media/web experience, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.

