

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: Linda Blount
DIRECTOR: Shelle Cassell
PRESIDENT: Alan Scheibmeir

PHONE NUMBER: 903.463.8700

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

HOURS PREFERRED:

JOB DUTIES:

- Assistance to both Marketing/Public Information & President's offices is your primary responsibility
- Responsibilities include copying, errands, answering phones, etc.
- Review, clip and file newspapers on a daily basis
- Maintain files in the Marketing Office, and as requested by the President's Office
- Keep storage areas organized
- Assist director and other staff with miscellaneous projects
- Type miscellaneous documents
- Pick up and sort mail from mailroom daily

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, 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.