**Student Job Description**

**Department:** President's Office  
**Location:** Feigenbaum Hall

**Supervisor's Name:** Johanna Vining

**Please indicate hours/shifts available:** Mondays - Fridays, day time and some evenings

**Rate of Pay:** minimum wage

**Purpose/Role of the Position(s) within the Department:**
Assist, as needed, with projects and initiatives in the President's Office

**Duties and Responsibilities:**
- Filing
- Sort and stamp mail
- Assemble meeting materials
- Prepare for events - assemble and send invitations and create name tags and place cards
- Assist at events - take photographs using the office camera, check-in attendees, etc.

**Qualifications for the Position:**
- Confidentiality is a must
- Adhere to dress code policy
- A positive and up-beat demeanor