

## Student Job Description

Department: Office of Religious and Spiritual Life Location: Reamer Campus Center 203B

Supervisor's Name: Rev. Dr. Victoria J Brooks

Rate of Pay: minimum wage

Purpose/Roles of the Position(s) within the Department: Public Relations and Hillel Assistant

- Publicize/outreach for Dinner and Discussions Around Diversity events
- Assist in Hillel kitchen (about 3 hours/week)
- Office assistant

Please indicate hours/shifts available: 2:00 to 3:00 p.m. on Fridays and shifts between 10:00 a.m. and 6:00 p.m. on other weekdays

Duties and Responsibilities:

- Create and post weekly Dinner and Discussion Around Diversity event posters
- Create and hang posters for other office events
- Maintain Facebook pages for all campus religious organizations

Qualifications for the Position:

- Working knowledge of programs for printable flyers (Poster My Wall, Publisher, etc)
- Dexterity with Facebook
- Willingness to assist with meal preparations on Friday afternoons

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Purpose/Role of the Position(s) within the Department: Office Assistant

Please indicate hours/shifts available: 2:00 to 3:00 p.m. on Fridays and shifts between 10:00 a.m. and 6:00 p.m. on other weekdays

Duties and Responsibilities:

- Design and maintain at least two bulletin boards each term
- Scan and record all incoming checks
- Maintain Prayer and Meditation room (tidy, record use, water plants and etc)

Qualifications for the Position:

- Creativity and an ability to maintain responsible hours