

# Student Employment Job Description

**JOB TITLE:** Enrollment Events Student Assistant

**DEPARTMENT:** Enrollment Events

**REPORTS TO:** Holli Bibler

**REQUIREMENTS:**

- **Education/Training:**

CARS, typing

- **Experience/Background/Knowledge:**

Events, Admissions, Customer Service, Administration

- **Skills:**

Typing, Self Starter, Organization

- **Attire on the Job:**

Business Casual

- **Expectations:**

Initiative, ability to work with limited supervision, thinks outside the box, problem solving, represent the university to guest, did I mention initiative

- **Special Requirements:**

Initiative

**DUTIES (include but not limited to):**

Event Management, Office Administration, Other Responsibilities As Assigned

**NORMAL WORKING HOURS and DAYS:**

10 hours a week; M-F during office hours

Additional hours some nights & weekends for events

*Return Completed Forms to Human Resources*