



STUDENT JOB OPPORTUNITY

JOB TITLE: <i>Student Office Assistant</i>
DEPARTMENT: Print Services
CONTACT PERSON/EMAIL/PHONE #: Barb Shank, shankb@etown.edu , 361-1122
TO APPLY: Email Barb
STUDENT JOB DESCRIPTION: Assist Print Services Operator(s) with layout and/or design using PhotoShop, InDesign, or Publisher programs
QUALIFICATIONS: List any specific to the dept & choose all that apply from this list: <ul style="list-style-type: none">• Ability to preserve confidentiality of information.• Ability to prioritize multiple tasks in a fast-paced environment.• Ability to work within strict deadlines.• Good interpersonal skills and desire to be a team player.• Sense of creativity.• Familiarity with industry terms and processes.• Knowledge of Microsoft Office (Word, Excel, Access, Publisher)• Proficient with Adobe Creative Suite
PHYSICAL DEMANDS <ul style="list-style-type: none">• Regularly required to remain seated in a normal position for long/extended periods of time.• Occasionally required to stand for long/extended periods of time.• Regularly required to move about.• Regularly required to climb stairs and/or ladders.• Regularly required to maintain balance while walking, standing, crouching, or running.• Occasionally required to reach up and out with hands & arms.• Regularly required to talk and hear; verbally express information or instructions.• Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.•
HOURS and/or HOURS PER WEEK REQUIRED: 3 to 5 hours per week during regular business hours
PAY RATE: 7.25 per hour
SPECIAL SKILLS NEEDED Knowledge of Adobe Creative Suite a must, familiar with PC and MAC a plus

AA/EOE