

DRURY UNIVERSITY JOB DESCRIPTION

(Work Study Only)

JOB TITLE: Student Assistant

DEPARTMENT: Communication

DATE: August 25, 2016

SCHEDULE: Flexible – 10 12 hours per week

REPORTING SUPERVISOR: Jonathan Groves, Chair – Department of Communication

JOB FUNCTION:

The Department Assistant for the Communication Department will be instrumental in helping the department and department affiliated organizations with tasks related to promotion/publicity (updating website and social media content, writing copy for department publications/promotional materials) as well as tasks related to departmental research needs (primary and secondary research needed for department materials and project support needed by individual faculty members).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of time</i>	<i>Frequency</i>	<i>Description</i>
1.	50%	Ongoing	Gathering relevant information (via interviews and secondary research) to develop promotional/informative materials; writing and designing materials; assisting with social media updates and outreach initiatives.
2.	30%	Ongoing	Data gathering, including retrieving & organizing documents from electronic & physical locales.
3.	20%	Ongoing	Campus errands related to publicity and research processes.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Computer Skills: Microsoft Office, Adobe InDesign (basic graphic design abilities), Social Media platforms including Twitter and Facebook
2. Excellent written communication skills
3. Ability to use DUGuides.
4. Ability to use Olin's Electronic Databases.
5. Ability to file & copy.
6. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
7. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

All work will originate in Shewmaker Hall, although some work will require student workers to use other facilities on campus.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and walk. Specific vision abilities required by this job include close vision.