



STUDENT JOB OPPORTUNITY

JOB TITLE: *Student Office Assistant*

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:

- 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)
- Knowledge of Adobe Creative Suite

PHYSICAL DEMANDS

- 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 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.
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HOURS and/or HOURS PER WEEK REQUIRED: Approximately 10 hours per week between 8 AM and 5 PM

PAY RATE: 7.25 per hour

SPECIAL SKILLS NEEDED Knowledge of Adobe Creative Suite is a must, familiar with PC and MAC is a plus

AA/EOE