

### **Marketing & Communication Intern (work study)**

*Do you enjoy finding and sharing interesting articles and videos with your friends? Or maybe you love to fiddle around with Adobe Illustrator and Photoshop? We are looking for creative and collaborative self-starters to work directly with the DCC's Director of Communication, assisting with writing and editing for written and digital communications, advertising and marketing, and maintaining our website and mobile app.*

#### TIME AND TERM OF EMPLOYMENT:

- August 23 to Nov 30, 2021; \$15/hour
- Minimum of 8, Maximum of 15 hours per week, every week; flexible scheduling of work hours.

#### CONTACT:

- Shelly Facetube, Marketing and Communications 684-919-1234 or shelly.facetube@insta.edu

### **Student Assistant – Telecommunications – Work Study**

The student work study position is a very customer-service oriented job. The student will be responsible for the following duties:

- Insure that all the receptionist area presents a professional and welcoming appearance at all times
- Greet all callers and visitors in a courteous manner
- Accurately receives and passes messages
- Upkeep of the phone/equipment inventory datasheet
- Program VoIP phones, make changes to existing (add, move, changes)
- Create/manage Telecom webpage and social media site
- Create campus phones "how to" data sheets and post on Telecom site

**General Qualifications:** Candidate must be extremely comfortable engaging with people both in person and over the phone. Must be available at least 10 hours a week (2 hours/day). Position begins September 1 thru April 30, 2022. Pay - \$15/hour

**CONTACT:** Donald Fever at don.fever@righthere.edu