



### **JOB DESCRIPTION: English Department**

<b><u>Name of Position:</u></b>	Student Worker for the English Department.
<b><u>Department:</u></b>	English
<b><u>Campus Location:</u></b>	English Department – Second floor, Christy building.
<b><u>Supervisor:</u></b>	Department Chair and Division Assistant
<b><u>Length of Contract:</u></b>	Academic year
<b><u>Pay Rate:</u></b>	Minimum Wage
<b><u>Job Purpose:</u></b>	This position is meant to support the English faculty members, while establishing and developing connections among the students enrolled in English classes.
<b><u>Job Responsibilities:</u></b>	Help English faculty with secretarial tasks; Check paper and other office supplies used by students and departmental members; Contribution to the organization of English-related events on campus; Help with maintenance of social media presence; Assist with running errands on campus, stuffing envelopes and making copies; Greet office guests, answer questions and direct to the proper individual(s); Data entry into a Microsoft Excel spreadsheet; database, etc.
<b><u>Qualifications:</u></b>	Preferred field of study: English; Familiarity with the office equipment (copiers); Good computer skills (Microsoft Word and Excel); Excellent communication skills and detail oriented; The ability to handle confidential matters and to be professional; Ability to work well with others; Willingness to tackle new projects; Ability to work between 6-12 hours per week (M-F and no evenings);
<b><u>Skill Development Areas:</u></b>	Data Entry; Customer Service; Time Management; Communication.
<b><u>Evaluation:</u></b>	At the end of the semester, the students will be evaluated by the member of the English department using a SWAT analysis.