

Kishwaukee College Work Study Position

DEPARTMENT:

Marketing & Public Relations

*Note: Students are not allowed to work in more than one department at the same time.

JOB DESCRIPTION (Include major duties to be performed):

Customer Service oriented position that will assist Marketing & Public Relations team with daily tasks. Will work with Conference Center Coordinator to schedule rooms and assist with external clients. Help coordinate materials and volunteers for external events.

QUALIFICATIONS/SKILLS REQUIRED

- PC proficient, and experience with word processing and spreadsheets
- Good organizational skills, with strict attention to details in all tasks
- Demonstrate the ability to be creative, problem solve, take initiative, **punctual and reliable**, manage conflict, and think critically.
- Exhibit strong teamwork characteristics, interpersonal skills, and the ability to be comfortable speaking to students, parents and the community.
- Display a positive attitude, high level of energy, and sense of enthusiasm for Kishwaukee College.
- Ability to take initiative.
- Show respect for the diverse Kishwaukee College community as well as exhibit a desire to work well in a diverse setting with groups of students, staff, faculty, administrators, visitors, and new family members from all different backgrounds and life experiences.
- Knowledgeable of the Kishwaukee College programs, services, campus culture, etc

NUMBER OF HOURS PER WEEK: 15-20

DAYS OF WEEK. (check one): Flexible or Must be able to work the following days of the week: [Click or tap here to enter text.](#)

DEPARTMENT SUPERVISOR/COORDINATOR: Kayte Hamel

CONTACT INFORMATION: Office, phone, email: 815-825-9447 or khamel@kish.edu

STUDENTS MAY ALSO APPLY TO ME DIRECTLY: YES: NO