



Division of Business

Job Title: Division of Business Intern

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Where should you submit your resume? Please email Dr. Stacy Wellborn at swellborn@shc.edu

Interviews: You will be contacted to schedule an interview if you qualify for the position

Job Type: On-campus student employment/internship

Employment Type: Part-time only

Work Study Job? Yes

Apply Start and Expiration Date: September 1, 2024 - September 30, 2024

Qualifications:

- *Current Sophomore, Junior, or Senior
- *Minimum GPA of 3.0
- *Eligible for Work Study program funds

Description:

- Seeking a self-motivated, creative, multi-tasking, well-organized, and professional student employee who possesses verbal and written communication skills.
- May work between 10-15 hours/week and must be available Monday through Friday. Willing to work with your schedule.
- Willing to work during fall and spring semesters.
- Possesses computer skills such as basic Excel and Canva or a willingness to learn.
- Basic knowledge of photography

Desired Skills (NACE Competencies)

National Association of Colleges and Employers (NACE) Career Readiness Competencies for college graduates.

Desired competencies needed for the position:

- Critical Thinking/Problem-Solving CT/PS
- Oral/Written Communication O/WC
- Teamwork/Collaboration T/C
- Digital Technology DT
- Leadership L
- Professionalism/Work Ethic P/WE
- Career Management CM
- Global Understanding GU

Responsibilities:

- Develop the social media content calendar using Loomly that includes engaging social media content for Instagram, LinkedIn, and Facebook (DT)
- Collaborate with members of the Division and have the initiative to create content and keep up the calendar independently CT/PS, O/WC, T/C, DT, L, P/WE
- Ability to take photos of students, faculty, staff, events, and campus D/T
- Develop flyers using Canva that include writing and layout D/T
- Develop social media posts using Canva to post on a variety of channels CT/PS, O/WC, D/T
- Create and keep bulletin boards updated (photo processing etc.) CT/PS, O/WC
- Update information for students and the internship program as needed CT/PS, O/WC, T/C, DT, L, P/WE
- Assist with coordinating student events and guest speakers CT/PS, O/WC, T/C, DT, L, P/WE
- Work with/Develop the Division of Business Give Day Campaign CT/PS, O/WC, T/C, DT, L, P/WE, GU
- Attend Networking Events and Opportunities with Faculty CM, CU
- Assist with special projects with students and alumni as needed CT/PS, O/WC, T/C, DT, L, P/WE, CM, GU
- Check Division of Business Mail T/C, L

Pay Rate: The Office of Financial Aid provides the appropriate pay rate for the Federal Work-Study Program

Required Documents (to apply): A resume is required

Applicant Packages Recipient: Dr. Stacy Wellborn at swellborn@shc.edu

