

## On-Campus Job Description Guidelines with Career Competencies

<b>1. *Job Title</b>	Center of Student Involvement Intern
<b>2. Division</b>	The Office of the Center of Student Involvement
<b>3. *Where Should Students Submit their Application?</b>	Students should submit their application via email at <a href="mailto:csi@shc.edu">csi@shc.edu</a> .
<b>4. *Job Type</b>	Internship position
<b>5. Employment Type</b>	Part-time, work study role; 10 hrs per week
<b>6. Work Study Job?</b>	Yes
<b>7. Apply Start and *Expiration Date</b>	Applications open 8/25 and close 9/25 at 4 pm.
<b>8. *Description</b>	<ul style="list-style-type: none"> <li>• Seeking a self-motivated, multi-tasking, well-organized, and professional student employee who possesses superior verbal and written communication skills. ; Digital design and event planning skills are preferred</li> <li>• May work between 10-12 hours/week and must be available Monday through Friday between 9 a.m. and 3 p.m.</li> <li>• Must be willing to work during fall and/or spring semesters.</li> </ul>
<b>9. Desired Skills</b> <b>National Association of Colleges and Employers (NACE) Career Readiness Competencies for college graduates.</b>	<ul style="list-style-type: none"> <li>• Critical Thinking/Problem Solving <b>CT/PS</b></li> <li>• Oral/Written Communication <b>O/WC</b></li> <li>• Teamwork/Collaboration <b>T/C</b></li> <li>• Digital Technology <b>DT</b></li> <li>• Professionalism/Work Ethic <b>P/WE</b></li> <li>• Career Development <b>CM</b></li> <li>• Able to promote an inclusive campus environment <b>EI</b></li> </ul>
<b>10. Responsibilities</b> <b>NACE Career Readiness Competencies identified after each task.</b> <b>• Critical Thinking/Problem</b>	<ul style="list-style-type: none"> <li>• Work independently and efficiently; use available resources to direct guests. <b>CT/PS</b></li> <li>• Serve as a receptionist: answer multi-line phone,</li> </ul>

<b>Solving</b> • <b>Oral/Written Communications</b> • <b>Teamwork/Collaboration</b> • <b>Digital Technology</b> • <b>Leadership</b> • <b>Professionalism/Work Ethic</b> • <b>Career Management</b> • <b>Global Understanding</b>	greet, and direct visitors. Utilize strong verbal and written communication skills <b>O/WC, GU</b> • Make campus deliveries. Provide clerical support, proofreading, photocopying, and filing. Work on additional projects as assigned. <b>T/C</b> • Use MS Word, Excel, and a multi-line phone system. Compile data using software programs. <b>DT</b> • Prioritize responsibilities to meet deadlines with successful completion of work. Ability to work inclusively in a diverse setting. <b>L, GU</b> • Maintain confidentiality, be punctual, and communicate changes in the work schedule in advance. Appropriate attire is required for the work environment, as discussed. <b>P/WE</b> • Effectively communicate your skills and availability to perform this job in your application letter. <b>CM</b>
<b>11. *Job Roles</b>	Preferably (2) two role openings
<b>12. Pay rate (Approximate Salary)</b>	The Office of Financial Aid provides the appropriate pay rate for FWS.
<b>13. Required Documents (to apply)</b>	A resume is required ; class schedule and letter of interest in the role.
<b>14. Applicant Packages Recipient</b>	DiMya Evans