

**Job title:** Administrative Assistant

**Division:** Communications

**Description:**

The IMC Administrative Assistant assists with organizing the IMC equipment room, renting out media kits, and taking inventory. They will also organize the various media labs, including scheduling the podcasting room.

**Qualifications:**

Current Junior or Senior with 3.0 GPA

**Requirements:**

Administrative Assistant must be available 10 hours a week

Administrative Assistant must be available to work the Fall and Spring semesters

**Desired Competencies:**

- 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**

**Responsibilities:**

- Attend the reception area and greet students. Support a dynamic, upbeat, enthusiastic atmosphere where learning is fun and all students are supported equally. **O/WC**
- Organize and take inventory of the IMC equipment room. **P/WE**
- Sign out and test equipment for students renting out media kits and other supplies. Provide basic information to students on how to use equipment in the field. **DT, L, & T/C**
- Support the IMC by helping to plan events, and promote IMC services like the podcasting room and media labs. **CT/PS**