

**JOB ANALYSIS  
CSC WORK STUDY PROGRAM**

**Department:** Student Life  
**Job Title:** Student Worker

**Description of Job Duties**

- Create marketing materials
- Assist with campus events
- Maintain student life campus signs
- Assist with organizing and implementing student life events
- Set up supplies and equipment for student life events
- Assist SGA (Student Government Association) with marketing SGA sponsored events

**Specific Experience and Skills Required**

Be familiar with Microsoft Word, Excel  
Actively use email  
Experience with graphic design preferred  
Experience with photography preferred  
Be able to set up equipment and supplies for special events  
Be able to lift 20lbs

**Licenses or Training Required**

None

**Specific Hours Needed to Work (if applicable)**

Preferably within or around the time frame of Monday-Thursday 11am-1pm  
Some evening hours