



STUDENT JOB OPPORTUNITY

JOB TITLE: *Student Assistant to Michael McGrann*

DEPARTMENT: S. Dale High Center for Family Business

CONTACT PERSON/EMAIL/PHONE #: Mike McGrann, Executive Director, mcgrannm@etown.edu, ext. 1275 or Gale Martin, Director of Marketing & Membership, marting@etown.edu, ext. 1484.

TO APPLY: Email resume to gentinol@etown.edu. **Deadline for applying: Friday, April 23.**

STUDENT JOB DESCRIPTION: Assist in all aspects of supporting the Director. Duties include driving to meetings, taking notes at all meetings, insuring appropriate follow-up and drafting deliverables. This position is available for the remainder of the Spring10 semester and will continue through the Summer10 semester.

QUALIFICATIONS:

- Ability to preserve confidentiality of information.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Ability to work within strict deadlines.
- Good interpersonal skills and desire to be a team player.
- Creative problem-solving skills.
- Exceptional customer service skills.
- Excellent written communication skills.
- Excellent oral communication skills.
- Proficient with Microsoft Office (Word, Excel, Access, Publisher)

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long/extended periods of time.
- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs and/or ladders.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

HOURS and/or HOURS PER WEEK REQUIRED: 12-15 hours per week, as needed during regular office hours, Monday through Friday.

PAY RATE: \$7.75 / HR

SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.): **Rising Junior or Senior Business student preferred.** Must have valid driver's license and ability to pass College VAN Training (to drive college vehicles) is preferred. Must have the ability to take accurate notes during meetings and transcribe them. Good research and writing skills needed.

AA/EOE