

Office Name: Center for Regional Engagement

- **Job Title:** Student Worker

Job Summary

- Workstudies will accept, log, distribute and prepare documents throughout the Center for Regional Engagement. Students will be asked to organize, file, and retrieve and/or deliver documents as needed. Students will be trained in answering phones, taking proper messages, preparing and sending professional faxes and how to deal with customer service. Students will be responsible for organizing and keeping their work stations clean. Students will be asked occasionally to work on current or upcoming events associated with the Center for Regional Engagement. Students will occasionally help set up for events for the Center which might include but are not limited to: decorating for special guests or events, arranging for food and beverage, and delivering goods to and from the site.

Major Duties and Responsibilities

- **Accept, log, distribute prepare, and deliver documents**
- **Answering phones, taking proper messages, preparing and sending professional faxes and dealing with customer service**
- **Responsible for organizing and keeping their work stations clean**
- **Assist with maintaining media relations within the Center's service region regarding regional engagement activities, meetings, etc.**
- **Assist with keeping our web presence up to date (Facebook, twitter, etc.)**

Organizational Relationships

Reports to the Executive Director of the Center, the Service-Learning Coordinator, and the Administrative Secretary.

Additional Desirable Qualifications

Student should be organized, detail-oriented, and familiar with MSU campus and offices. Student should have the understanding that the. Student should be self-motivated and able to work in a fast paced, often distracting environment with minimal disruption.

Proficient in Microsoft Word and Excel.

Able to perform research that pertains to Regional Engagement and Service-Learning.

Working Conditions

This position requires the use of knowledge in using a telephone, basic computer skills, copier/fax machine and other office equipment. Student will need to have the ability to work in a fact paced environment with minimal disruption and be able to accept change in the pace and change direction with little notification. Student should be aware that there is occasionally confidential information and that the student be able to maintain the level of confidentiality required.