Position: CARA Student Worker

CARA is looking for a student worker to work 8 - 15 hours during the academic year. Flexible hours between 7:30 a.m. - 4:30 p.m.

Duties & Responsibilities:

- Provide front desk service to visitors of the Pearson Alumni and Conference Center. This important position interacts directly with visitors and directs them to the appropriate CARA staff. Answer telephone and direct to staff.

- Assist with events.

- Provide social media support:
  - Work with the Alumni Relations Director and Communications Director to create a plan for social media strategies monthly.
  - Take pictures for social media content.
  - Interview students for video content.
  - Edit videos and audio content.
  - Create social media content.
  - Monitor postings to ensure brand message is consistent including language and images.
  - Assist in implementing plans to increase followers on Facebook, xxx, and xxx.

- Provide office support to CARA staff including but not limited to:
  - Scan and copy documents.
  - Data research for updating records.
  - Help to maintain CDC sanitation standards.

Qualifications:

- Familiar with multi-social posting through programs such as Facebook, xxx, and xxx.
- Comfortable with working with Microsoft Office and Adobe Creative Software.
- Ability work alongside a diverse group of employees and multi-task.
- Entry level understanding of marketing strategy and how to use the concepts throughout various forms of outreach.