

Program Assistants

Primary role to assist the PRCC staff with program, project, or administrative planning. This may involve program/event planning; administrative projects within the PRCC; research and fundraising initiatives. As a program assistant you will work directly with a PRCC staff member (Director, Assistant Director, and Graduate Students) and will assist in various aspects of projects including conceptualization, research, correspondence, marketing distribution, event day staffing, and miscellaneous errands.

Other Duties: All PRCC student staff may be asked to work on high priority projects outside of their specific area occasionally. Additionally, your position may also involve library work during your shift.

Requirements

- ✓ Must be responsible, punctual and reliable

- ✓ Must have a willingness to be outgoing and flexible. Must demonstrate a willingness to fully see projects through to completion.

- ✓ Computer and creative skills are necessary including knowledge of MS Office programs

- ✓ Must be able to attend PRCC student assistant training at the beginning of the semester.

Schedule Availability

- ✓ Must be available to work between 8-10 hours per week

- ✓ Must be available to work occasional evenings and weekends

- ✓ Work schedule will be determined with your immediate supervisor