



TEXAS TECH UNIVERSITY SYSTEM

Office of the Chancellor™

Job Description for Student Intern Program – Office Assistant

This is a paid position for up to 20 hours per week, per semester. This student will assist the Chancellor's Office staff in day-to-day functions of the office and other departments in the Texas Tech University System Administration as needed, with the opportunity to work on various special projects.

Daily Office Duties

- Serve as the front desk assistant and primary greeter when guests enter the suite area.
- Perform various office duties, including processing mail, managing inventory and answering phone calls.
- Assist with preparation for meetings and events.
- Coordinate with other TTU System Administration offices on various needs.
- Deliver items around the TTU and TTUHSC campuses, as well as the local community.

Essential Skills, Knowledge & Abilities

- Outstanding interpersonal/general communication skills.
- High level of professionalism, organizational skills and efficiency.
- The ability to maintain confidentiality of sensitive information and materials pertaining to the office.
- Ability to work independently and as part of a team.

Additional Skills & Knowledge (not required)

- Experience with and knowledge of the following:
 - Microsoft Office Suite, including Word, PowerPoint and Excel.
 - Research, writing, proofreading, editing and Associated Press (AP) Style.
 - Standard computer operating systems, website content management systems and social media channels.
 - Adobe Creative Suite, Canva and/or other graphic design tools.

Special Projects

- In addition to office duties, students may have opportunities to work on special projects, including:
 - Conducting research and creating meeting, preparation and briefing materials for the office staff.
 - Completing graphic/digital design projects.
 - Drafting letters and other correspondence.
 - Reviewing and editing materials produced by the office and other departments.
 - Assist with marketing/advertising strategies, including increasing brand awareness of the Texas Tech University System and its component institutions via social media campaigns.

To apply, please send your resume, cover letter and a copy of your class schedule (for the semester for which you are applying) to Amanda Castro-Crist (amanda.castro-crist@ttu.edu).

For questions, please call the Office of the Chancellor at (806) 742-0012.