**Job Description for Student Intern Program – Office Assistant**

This is a paid position for approximately 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 TTU System Administration as needed, with the opportunity to work on various writing, design and special projects.

**Daily Office Duties**

- Serve as front desk assistant and primary greeter when guests enter suite area.
- Perform various office duties (process mail, maintain and manage inventory of office supplies and equipment, answer and transfer calls on the office’s main telephone line, etc.).
- Assist with meetings and events, including preparing conference rooms (make copies of agendas/handouts, initiate conference calls, connect equipment, set up refreshments, etc.).
- Provide campus and facility tours for donors, dignitaries and prospective students.
- Deliver items around the TTU and TTUHSC campuses, as well as the city of Lubbock.

**Critical 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.
- Experience with and knowledge of the following is helpful:
  - Microsoft 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.

**Additional Duties**

- 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 Chancellor and staff members (talking points, reports, background, memos, etc.).
  - Completing graphic/digital design projects (publications, brochures, newsletters, invitations, greeting cards, media pamphlets, one-page inserts, etc.).
  - 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 to Amanda Castro-Crist (amanda.castro-crist@ttu.edu) at your earliest convenience.

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