

**Feather River College
Student Employment**

Job Title: Assistant for Student Honor Society

DESCRIPTION:

The student employee in this position will assist the Alpha Psi Zeta chapter advisor and officers with planning events, maintaining the chapter's web and social networking presence, membership promotion, community outreach and publicity, and other tasks throughout the school year.

ESSENTIAL DUTIES:

Student will work closely with the advisor and officers, attend meetings, and be available to work independently on tasks. Tasks may include assisting with membership recruitment, advertising community service events, documenting the group's activities online and on the bulletin board, maintaining files, and networking with regional offices.

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

FRC offices, Social networking sites, MS Office, document formatting, community outreach.

Skills in:

- Professionalism
- Accountability and follow through
- MS Office (Word and Excel)
- Good written and oral communication
- Listening and following directions
- Time management
- Collaboration
- Creativity
- Attention to detail

DESIRABLE QUALIFICATIONS:

Desire for civic engagement and service, a willingness to serve society and be a part of a professional work setting. Phi Theta Kappa membership (desired, though not required).

PHYSICAL CHARACTERISTICS:

WORK SCHEDULE:

Student is required to maintain weekly hours at an established time every week.

TO APPLY:

Submit completed Application for Student Employment and Class Schedule form to in the Advising/Counseling Center.