

Bowie state university federal college work-study position description

Title: Virtual Assistant

**Department: Office of Human Resources – Training
Office**

Departmental Approval By: Sheila Hobson

Date: August 31, 2021

REPORTS TO: Manager of Training and Development

PURPOSE: Assists with various duties/tasks such as designing flyer and promotional materials for training events, logistics and marketing.

DUTIES & RESPONSIBILITIES:

- Assist to develop flyers, and promotional materials as assigned.
- Copy and post flyers and training event promotional materials around campus.
- Research graphic elements and infographics for promotional materials and PowerPoint presentations.
- Other duties and special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Top candidates will exhibit outstanding creativity and publication design skills.
- Must be a self-starter who is creative and can work independently
- Excellent time management, oral and written communication skills
- Must be attentive to details and deadlines

MINIMUM TRAINING & EXPERIENCE:

- Experience in an office environment
- Proficient knowledge of MS Office software (Word, PowerPoint, Excel), and design software
- Excellent work ethic and time management skills

CONDITIONS OF EMPLOYMENT: None