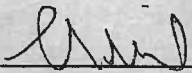


Bowie State University Federal College Work-Study Position Description

Title: Student Assistant

Department: College of Business
Retention Office

Department Approval By: 
Dean Lawrence McNeil

Date: 8/31/2020

Human Resources Approval By:

REPORTS TO: Maurice Gatling

PURPOSE: Assist with various duties/tasks for the Retention Office

DUTIES & RESPONSIBILITIES: Assist with daily task such as filing, copying and shredding. Gathering information place into spreadsheets. Forwarding mass email information to students pertaining to retention. Running errands will be necessary and ongoing in good and inclement weather to the various departments throughout the University. All projects are to be done accurately, neatly and timely.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Microsoft Word, Excel, Calculator and some PowerPoint. Use of copier machines. Must have knowledge of putting in their time through PeopleSoft.

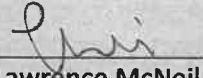
MINIMUM TRAINING & EXPERIENCE: Prior working in an office environment with the abovementioned skills.

CONDITIONS OF EMPLOYMENT: Be prepared to work immediately upon arrival. If you are going to be late and/or off on a scheduled work day call or email the Dean's office well in advance. Frequent no-shows will not acceptable and can lead to dismissal from the work-study job with the Retention office. Must read and agree to the College of Business Work-Study Program Guidelines.

Bowie State University Federal College Work-Study Position Description

Title: Student Assistant

Department: College of Business
Dean's Office

Department Approval By: 
Dean Lawrence McNeil

Date: 8/31/2020

Human Resources Approval By:

Date:

REPORTS TO: Debbie Adams

PURPOSE: Assist the Administrative and Staff Assistant with various duties/tasks for the College of Business

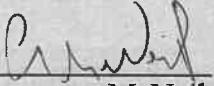
DUTIES & RESPONSIBILITIES: Assist with daily task such as filing, copying and shredding. Answering the telephones, running errands will be necessary and ongoing in good and inclement weather to the various departments throughout the University. If projects are requested simultaneously by more than one staff member in the Dean's office, the student will confront the Dean's Administrative Assistant to determine how to prioritize each project. All projects are to be done accurately, neatly and timely.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Microsoft Word, Excel, Calculator and some PowerPoint. Knowledgeable using a laminating and label maker machine. Must have knowledge of putting in their time through PeopleSoft.

MINIMUM TRAINING & EXPERIENCE: Prior working in an office environment with the abovementioned skills.

CONDITIONS OF EMPLOYMENT: Be prepared to work immediately upon arrival. If you are going to be late and/or off on a scheduled work day call or email the Dean's office well in advance. Frequent no-shows will not be acceptable and can lead to dismissal from the work-study job with the Dean's office. Must read and agree to the College of Business Work-Study Program Guidelines.

Bowie State University Federal College Work-Study Position Description

Title: Student Assistant	PIN: N/A
Job Group: COB Magazine	Job Class Code: N/A
Department: College of Business	Grade/Pay Level: N/A
Departmental Approval By:  Dean Lawrence McNeil	Date: 8/31/2020
Human Resources Approval By:	Date:

REPORTS TO: Dr. Deborah Bailey

PURPOSE: Worker will design and layout copy for the COB magazine and other graphic platforms for the COB.

DUTIES & RESPONSIBILITIES: 1. Design layout for COB magazine at least once each semester 2. Layout text for magazine three. Select other graphic elements to accompany magazine text. 4. Other duties as required regarding graphic elements for other platforms within the COB.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Knowledge and agility with several major graphic platforms 2. Understanding of how to use graphic elements to underscore text 3. Understanding of design 4. Work with diverse audiences 5. Flexibility and capacity to work on-deadline. 6. Entrepreneurial with prior knowledge in working on bringing a new publication to market. 7. Independent but knows how to check-in and work collaboratively.

MINIMUM TRAINING & EXPERIENCE: 3 years' experience with Adobe and at least one other major graphic package. Looking for someone with an active portfolio.

CONDITIONS OF EMPLOYMENT: This is a student position. The incumbent will work semester by semester. Must read and agree to the College of Business work-Study Program Guidelines.