

Special Projects Coordinator

Communications and Creative Services



Job Description	Provide assistance for various CCS projects including, but not limited to, event production and preparation, button assembly and production, data entry and organization, research, as well as tasks related to “The Lab” and other departmental initiatives and responsibilities.
Specific Duties & Responsibilities	<ul style="list-style-type: none"> • Assist with general office duties to ensure CCS maintains a high level of efficiency and functionality • Provide assistance for external relations development • Complete assignments according to designated deadlines • Take direction from full-time CCS staff while also being proactive with responsibilities and strategic ideas • Maintain the utmost level of professionalism when working with clients • Use non-assigned time for general office maintenance and cleanup, and professional development by reading relevant career articles, researching inspiration, etc. • Other duties as assigned
Requirements & Qualifications	<p>Required:</p> <ul style="list-style-type: none"> • Combination of formal training and work experience required • Demonstrated intermediate competency in Microsoft Word on a PC and/or MAC • Demonstrated ability to work independently with limited supervision • Demonstrated ability for critical thinking and project management • Demonstrated ability to execute independent decision-making • Ability to work with little or no direct supervision • Demonstrated ability to successfully interact with campus partners and/or the general public • Basic knowledge of Microsoft Excel • Ability to carefully follow directions, complete assigned tasks and meet deadlines in a fast-paced environment • Must possess a strong attention-to-detail • Must possess strong organizational skills • Must be able to take direction and constructive feedback from managers and clients with a positive attitude • Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds <p>Preferred:</p> <ul style="list-style-type: none"> • Working knowledge of Basecamp
Learning Goals & Competency Development	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Be exposed to continue professional development • Enhance creative problem-solving skills through day-to-day projects and responsibilities • Connect transferrable skills gained through this role to professional career goals
JobX LEARNING OUTCOMES (FWS Positions Only)	Professionalism & Work Ethic; Collaboration & Leadership; Creativity & Problem Solving
Available	5

Openings	
Hours	Monday – Friday 9:00am – 5:00pm (10 – 12 hours per week)
Hourly Rate	\$9.50
Time Frame	Academic Year 2019-2020
Contact Name	Keith Hines; Damu Murray; Keven Lewis
Contact Email	kbhines@email.unc.edu ; murraydc@email.unc.edu ; keven@email.unc.edu
Work Location	Carolina Union Marketing and Creative Services, Suite 1506
Phone	919-843-3194; 919-962-5209; 919-843-4806