

**Special Projects Assistant (Work Study)**  
Communications & Creative Services, Carolina Union

**JOB DESCRIPTION:**

The Special Projects Assistant in Communications & Creative Services (CCS) uses their attention-to-detail, organizational skills, and critical thinking abilities to provide assistance for special projects within CCS. They must be able to collaborate as part of a team as well as work independently in a fast-paced, deadline-driven environment.

*Grade 2, Step 1, (8-10 hours per week)*

<p><b>RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Assist with general office duties to ensure CCS maintains a high level of efficiency and functionality</li> <li>• Provide assistance for external relations development</li> <li>• Complete assignments according to designated deadlines</li> <li>• Take direction from full-time CCS staff while also being proactive with responsibilities and strategic ideas</li> <li>• Maintain the utmost level of professionalism when working with clients</li> <li>• Use non-assigned time for general office maintenance and cleanup, and professional development by reading relevant career articles, researching inspiration, etc.</li> <li>• Other duties as assigned</li> </ul>
<p><b>INTENDED LEARNING OUTCOMES</b></p>	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> <li>• Be exposed to continue professional development</li> <li>• Enhance creative problem-solving skills through day-to-day projects and responsibilities</li> <li>• Connect transferrable skills gained through this role to professional career goals</li> </ul>
<p><b>REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Word and on a PC and/or MAC required</li> <li>• Basic knowledge of Microsoft Excel</li> <li>• Ability to carefully follow directions, complete assigned tasks and meet deadlines in a fast-paced environment</li> <li>• Must possess a strong attention-to-detail</li> <li>• Must possess strong organizational skills</li> <li>• Must be able to take direction and constructive feedback from managers and clients with a positive attitude</li> <li>• Working knowledge of Basecamp is preferred, but not required</li> <li>• Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds</li> </ul>
<p><b>CEIA COMPETENCIES</b></p>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Critical Thinking</li> <li>• Interpersonal Development</li> </ul>