This work-study position is responsible for assisting with the Spectrum Center’s communications and marketing. It is 10 hours/week (TBD based on course schedule) and pays $8.00/hour.

Basic Function and Responsibility of all Staff:

Perform routine clerical work; receive and route phone calls; answer inquiries and give directional assistance; distribute incoming and outgoing mail; maintain office files and facilities/work area; provide office assistance where needed for Spectrum Center professional staff; work as a team member with the Spectrum Center staff; respect and maintain confidentiality.

The characteristic duties and responsibilities of this position include, but are not limited to:

- writing, editing and distributing bi-weekly office e-newsletter
- graphic design of Spectrum Center publicity materials
- marketing Spectrum Center events and programs to the University community
- serving as an office assistant to the Spectrum Center professional staff
- staffing the office front reception desk
- other special projects and duties as assigned

Supervision Received:

General supervision is received from the Administrative and Programming Coordinator and from the Assistant Director.

Supervision Exercised:

None

Qualifications

- Highly organized, self-motivated, responsible individual able to take direction and work independently.
- Writing and Reporting skills – ability to write newspaper-style articles, event summaries, and profiles
- Research skills – familiarity with lesbian, gay, bisexual, and transgender students and issues; ability to navigate the World Wide Web
- Clerical skills – typing, basic computer skills, willingness to provide general clerical support for the office; attention to detail.
- Interpersonal skills – ability to represent the office in contacts and communications with office clientele and to communicate effectively and positively with Spectrum Center office staff.
- Proficiency with Microsoft Office Suite
- Proficiency with Adobe Creative Suite 2 or higher, particularly InDesign, Illustrator and Acrobat
- Proficiency with Web 2.0 Applications such as Facebook, Twitter, Flickr, Google Docs, etc.

To Apply:

Please email your résumé and a one-page letter of interest to Gabe Javier at javiergc@umich.edu.