

## Position Description - 2023-2024 Clemson Home Student Assistant

Clemson Home Student Assistants are responsible for handling communications, marketing, and clerical tasks in our office. You will be handling incoming phone calls and other communications, greeting clients and visitors, assisting with social media and content creation, creating documentation, updating information on Clemson Home communication channels, and performing other general office clerk duties and errands.

The ideal candidate will possess the ability to write clearly and be proficient with word processing applications. A pleasant personality with strong communication skills is also highly valued.

**Period of Employment**  
Student Assistants are hired each semester for the fall, spring, and summer and may continue employment as desired.

**Pay & Benefits**  
Marketing/Communications Assistants are paid **\$7.50 per hour**.

Work hours are Monday - Friday between 8:00am and 4:30pm and will be based on availability and class schedule. Up to 15 hours per week

### Learn More



[clemson.edu/housing/work](https://clemson.edu/housing/work)

Application opens  
September 1, 2022

Reach out to  
[clemsonhome@clemson.edu](mailto:clemsonhome@clemson.edu)  
with any questions!

## Position Responsibilities

- Greet clients and visitors as needed
- Handle incoming calls and other communications
- Record information as needed
- Perform general office clerk duties to include keyboarding and data input (letters, memos, charts, researching info on the web, etc.)
- Help organize and maintain office common areas
- Help create marketing content and plan social media campaigns
- Update information on Clemson Home marketing/communication channels
- Other duties as assigned

## Requirements

- Must be able to work Monday – Friday (or as requested)
- Ability to write clearly and help with data input
- Warm personality with strong communications skill
- Have a valid driver license (preferred)
- Dependable
- Confidentiality
- Knowledge of campus and building locations is a plus

## Preferred Qualifications

- Business, Communication, Graphic Communications, and related majors
- Experience in customer relations
- Experience in marketing, communications, or social media
- Proficient in communications and marketing technology