



**NAME OF THE POSITION:** SHAW Programming and Campus Outreach Assistant

**CLASSIFICATION:** Federal Work Study

**EMPLOYER:** Charles R. Drew University

**DEPARTMENT:** Student Health and Wellness

**LOCATION:** Student Services Center

**WORK HOURS:** 20 HOURS A WEEK

**RATE OF PAY:** \$20.00

**SUPERVISOR:** Sara Santana, LCSW

**CONTACT INFO:** (323) 357-3426 email: sarasantana@cdrewu.edu

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Creation and distribution of materials across campus, promoting Student Health and Wellness (SHAW) services and related topics.
- Creation and maintenance of social media posts related to SHAW services and events.
- Assist SHAW staff with campus presentations and campus events on topics related to campus wellness and mental health.
- Assist SHAW staff with gathering feedback from students and other campus participants about SHAW services and events, in the form of hand-distributed and emailed surveys.
- Other projects or duties as assigned

**EDUCATION:**

- A high school diploma or general education degree (GED) is required; Associates or Bachelor degree desired.

**MINIMUM EXPERIENCE/QUALIFICATIONS:**

- Minimum of two years' experience working in an office environment using MS Office software packages (Word, Excel, Outlook, etc.)
- Demonstrated ability to work effectively both independently and as part of a team.
- Ability to communicate effectively, both in writing and orally
- Ability to maintain a high degree of accuracy in data entry
- Ability to manage multiple projects, work efficiently under pressure, and meet deadlines
- Ability to maintain confidentiality
- Ability to maintain working relationships with a diverse population of students, faculty, staff, and others.
- Ability to maintain excellent customer service

**COMPUTER SKILLS:**

- Must possess strong computer skills and be proficient in MS Windows, Word, Excel, etc.
- Some experience with database software tools.

**WORK ENVIRONMENT:**

- Variable work environments including non-traditional service areas
- May work in cramped, crowded quarters

**PHYSICAL DEMANDS:**

- Sitting and standing for extensive periods of time
- Walking, stooping, reaching
- Lifting up to 25 pounds; carrying materials to various locations
- Finger and hand movement and feeling sufficient for computer and equipment operations
  
- Clear speaking, hearing conversationally, and seeing near and far

**MENTAL DEMANDS:**

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous tasks is paramount to success in this position.
- Able to work effectively and concurrently on unrelated tasks; use of sustained concentration and decision-making processes. Constant calculating, reasoning, judgment, resourcefulness, analytical ability, and ingenuity. Able to prioritize work for best outcomes.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. I understand that CDU at its sole discretion may change this description or any of its components at any time.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_