



2017-2018 FEDERAL WORK-STUDY JOB DESCRIPTION

(Please Print)

DEPARTMENT: Student Leadership, Involvement and Changemaking (SLIC)

JOB TITLE: Creative Zone Service Staff

FWS Supervisor: Kenny Eng Office Room No.: SLP 302 Ext. 2539

FWS Timecard Supervisor: Kenny Eng Office Room No.: SLP 308 Ext. 6813

Name of the Department Head: Mandy Womack Office Room No.: SLP 301 Ext. 2253

Detailed FWS Job Description

- Maintain hours at the Creative Zone, located in the Student Life Pavilion, Room 302
- Provide assistance to the Creative Zone Student Manager, Creative Zone Graphic Designers, Associated Students (AS), Torero Program Board (TPB), student organizations, campus departments and any other point-of-service customers in their efforts to create marketing materials for their respective events/programs by:
 - o Maintaining and supervising the use of Creative Zone equipment including, but not limited to: computers (hardware and software), printers and paper, photocopy machines and paper, fax machine, markers and banner paper, paper-cutters, die-cut machine (and associated pieces), helium tank and balloons, A-frames, popcorn machine (and associated products), laminating machine, button-making supplies
 - o Maintaining inventory of aforementioned Creative Zone equipment and supplies
 - o Maintaining inventory of Creative Zone resources including board games and other teambuilding supplies
 - o Monitor service orders (intake, execution, and completion) for duplication of print marketing, equipment rental, and any other orders (balloon, lamination, etc.) that come into the Creative Zone
 - o Managing the distribution of marketing material produced by Creative Zone Graphic Designers
 - o Collecting payment from customers in the form of on-campus budget transfers (POETS) or campus cash
- Assist in the maintenance of the Creative Zone, communicating with the SLIC Coordinator, Creative Zone Student Manager and AS Executive Assistant to keep the Creative Zone fully stocked (inventory) and functional
- Actively participate in promoting campus events, news, and various other content through Torero Life social media accounts
- Monitor communication via Creative Zone e-mail address during each shift
- Expected to help maintain a festive environment within the Creative Zone through decorations and upkeep of campus event information
- Log UC/SLP/Kiosk flyer posts and approvals
- Expected to help maintain information regarding rentals and in charge of tracking internal calendar information regarding these rentals (i.e. electronically track what is being tracked by the paper rental forms). This staff member is also charged with the task of properly tracking late fees for these rentals.
- Other duties as assigned by supervisors

Skills Preferred/Required (Typing, general office experience, major, etc.)

- Word processing/typing (Mac/PC), spreadsheet management (Mac/PC), familiarity with general printers/copy machines/fax machines, familiarity with design software (e.g. InDesign, Photoshop, etc.), familiarity with social media applications, Contribute/Dreamweaver/web experience [recommended], work in customer service-oriented field [recommended]

Educational Objective

- To develop strong customer service skills and sound business practices necessary for successful work in a point-of-service oriented workplace; To work as part of a team, utilizing strong communication and effective leadership.

Times during the day student employment needed: 9:00am-5:00pm

Days of the week student employment needed: Monday-Friday

SUPERVISOR'S SIGNATURE: _____

DATE: _____

FINANCIAL AID OFFICE USE ONLY

Date Received: _____

Approved Job Classification: _____

Authorized Signature: _____