

## Skutt and Harper Centers Student Employee Job Description

**Title: Programming Assistant**

*Supervisor:* Business Manager

*General Summary:*

The programming assistant is a part-time, temporary student employee. He/she assist with the planning and execution of events in the Skutt and Harper Centers.

*Pre-Requisites:*

1. Enrollment at Creighton University
2. A cumulative GPA of 2.5 or higher
3. Sophomore or higher
4. A marketing or advertising or public relations student preferred

*Duties and Responsibilities:*

1. Planning and executing events.
2. Oversee execution of the events
3. Work with the event management staff to set up events

*Expectations:*

1. Be responsible and fulfill duties even under minimal supervision
2. Work well with others
3. Be creative and customer service focused
4. Communicate well both verbally and in writing.
5. Be organized

*Knowledge, Skills, and Abilities:*

1. Ability to multi-task and work well under deadline
2. Be able to take initiative and work with minimal supervision
3. Ability to communicate with the marketing team



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