Honors House Student Media Support Assistant/Federal Work Study

Brief Description of the Position

Clerical, secretarial and office duties. Assist with digital audio/video/photography for Honors House events.

Primary Duties:

- Filing
- Copying
- Organizing
- Typing/dictation
- Writing, proofreading and editing
- Some help with catering and hosting events
- Watering plants
- Recording and editing video and audio for honors house events and uploading content to the Honors House ANGEL and Facebook sites.
- Other duties upon request