

Howard Community College Job Description

Job Number:	Internship
Job Title:	Leadership Assistant
Department Name:	Student Life
Supervisor Name:	Clinton Neill
Supervisor Phone #:	4766
Supervisor Email:	cneill@howardcc.edu
Employer Address:	SA 200
Location Student Will Work <i>(If Different from Above):</i>	
Job Description and Responsibilities <i>(include job purpose):</i>	<p>Assists in the planning, execution, and promotion of leadership events, speakers, conferences, retreats, and workshops. Assists in the coordination of the Dragon Leadership Program, including reviewing assignments, communicating with participants, and planning events and social activities. Provides assistance to online leadership programming. Works with student leaders in assisting with projects. Provides backup assistance to our front desk reception area and at our events.</p> <p>The purpose of this position is to provide programming and event support for the Office of Student Life.</p>
Qualifications / Experience Required:	<p>Self-starter with an interest in leadership development and with excellent attention to detail. Must be a creative thinker with strong organizational and follow-up skills, excellent customer service skills, good oral and written communication skills, punctuality and dependability, and ability to use Microsoft applications (including Publisher, Excel, Word, and PowerPoint) and Google Apps. Preference in individuals with event planning experience. The following majors will be considered: Business Administration, Communications, Education, English, Event Management, General Studies, Humanities. and Social Sciences.</p>
Internship Pay Rate	\$13.50