

# Howard Community College

## Work-study Job Description

<b>Job Number:</b>	Internship
<b>Job Title:</b>	Co-Curricular Intern
<b>Department Name:</b>	Student Life
<b>Supervisor Name:</b>	Danny Hall
<b>Supervisor Phone #:</b>	443-518-4024
<b>Supervisor Email:</b>	dhall@howardcc.edu
<b>Employer Address:</b>	Howard Community College, Office of Student Life (SA 200)
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	The purpose of this position is to assist the Student Life Assistant Director of Co-Curricular Programs with marketing, advertising, data tracking, development and implementation of co-curricular programming especially with the Bauder Lecture Series (Book Connection) and implementation of the Student and Military Voter Empowerment Act
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<b>Qualifications / Experience Required:</b>	<ul style="list-style-type: none"> <li>• Ability/knowledge to create flyers and info-graphs using Canva or related software preferred</li> <li>• Knowledge of applicable voting and political procedures strongly preferred</li> <li>• Ability to research and find information required</li> <li>• Punctuality, accountability, and ability to work independently required</li> <li>• Ability to communicate effectively, both verbally and in writing required</li> <li>• Experience with Windows XP, MS Office (Forms, Teams etc.), and other software applications preferred</li> </ul>
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Internship Pay Rate	\$13.50
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