

Marketing & Communication Intern (work study)

TIME AND TERM OF EMPLOYMENT:

August 23 to Nov 30, 2021; \$15/hour

Minimum of 8, Maximum of 15 hours per week, every week; flexible scheduling of work hours.

CONTACT:

Shelly Facetube, Marketing and Communications 684-919-1234 or shelly.facetube@insta.edu

Student Assistant – Telecommunications – Work Study

The student work study position is a very customer-service oriented job. The student will be responsible for the following duties:

Insure that all the receptionist area presents a professional and welcoming appearance at all times

Greet all callers and visitors in a courteous manner

Accurately receives and passes messages

Upkeep of the phone/equipment inventory datasheet

Program VoIP phones, make changes to exiting (add, move, changes)

Create/manage Telecom webpage and social media site

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