

Spanish Service-Learning Student Assistant Needed Fall 2008

One student is needed for an office position in the Spanish Service-Learning Program for the fall 2008 (and potentially spring 2009) semester. Student will receive a salary of \$8.50 per hour.

Student must be fluent in Spanish (written and spoken) and available to work between 8 and 10 hours per week. Interest and knowledge of Service-Learning is appreciated, but not required. Dependability and ability to follow instructions required.

Job responsibilities include, but are not limited to:

- Filing
- Some written and/or oral translation
- Researching related newspaper/online articles and information
- Photocopying and making packets
- Making and posting flyers
- Answering phone, taking messages
- Printing/addressing labels
- Assisting with special projects and events (reception, making invitations, certificates, proofing)
- Calling about reservations, parking, catering, etc.
- Participating in special events and class sessions as available
- Web site updates: interviews, photos, editing
- Taking notes during class sessions and reflection sessions, after class typing them up

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