



# STUDENT JOB DESCRIPTION

**JOB TITLE:** College Relations & Marketing Assistant

**WORK AREA:** College Relations & Marketing

**AREA HOURS:** 10-20 Hours Per Week

**JOB RESPONSIBILITIES, DUTIES:**

Support RCTC College Relations and Marketing Department in fulfilling requests from RCTC students, faculty, and staff; area high schools; community organizations and agencies. This support may include data entry, folder assemble, labeling, mail preparation and related tasks. This position also assists with scanning documents and adding descriptions to photos related to preserving RCTC’s archives. This position archives daily newspaper articles relating to RCTC. This position assists the department with special event set up and execution. Graphic design skills in Adobe Creative Suite are a plus.

**PERFORMANCE EXPECTATIONS/CONDUCT:**

The successful candidate will possess excellent written and oral communication skills. The candidate will be fluent in written and spoken English and be able to successfully proofread documents. The candidate must be reliable, and able to meet deadlines, work quickly and with consistent accuracy.

**NUMBER OF STUDENT’S NEEDED:**

(Assume 10-15 hours per student.)

1 Academic Year

1 Summer (June-August)

**TYPICAL WORK HOURS:**

Daytime Evening Weekends

**PERFORMANCE REVIEW:**

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee’s performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

**TO INTERVIEW FOR THIS POSITION, CONTACT:  
(Please Print)**

**Contact Person:** Nate Stoltman  
**Location:** East Hall 133  
**Phone:** 507-536-5602  
**Email Address:** nate.stoltman@rctc.edu



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