

**Work Study Positions
Fall 2010**

Administrative Assistant

The Administrative Assistant supports the overall operations of the Christian Association. Duties include, but are not limited to:

- Hospitality: answering phones, welcoming guests, preparing and facilitating program events (e.g. setting up, ensuring attendees sign-in, and gathering evaluations), straightening and keeping office organized, preparing and cleaning up meals, stocking refrigerators.
- Office: filing, copying, equipment support, computer maintenance (e.g. back-up, defrag).
- Supplies: maintain inventory of supplies (office, food, housekeeping, repairs), run errands.
- Outreach: Prepare and send mailings of documents, newsletters, fundraising appeals, etc.
- Communications: Update office bulletin board.
- Evaluation: Prepare website statistics, program statistics, and monthly summaries.

Ten to twelve hours a week including Friday Staff Lunches and evenings and weekends
as needed.

\$8.00/hour. First-year students are encouraged to apply. (2 positions)

Website Intern

The Website Intern helps maintain the organization's website. Duties include, but are not limited to:

- Website Maintenance: Update the website with events, programs, columns, media, activities, pictures, and homepage graphics, etc.
- Website Design: Participate in the ongoing development of the website to more effectively appeal to desired audiences.
- Calendar Updates: Submit Christian Association events to all appropriate online calendars.
- Training Support: Maintain comprehensive manual with standard operating procedures.

Eight to ten hours a week, including Friday Staff Lunches, and evenings and weekends as
needed.

\$10.00/hour. (1 position)

Communications Intern

The Communications Intern helps maintain the organization's electronic newsletter and blog and is editor of the fall and spring print newsletters to alumni. Duties include, but are not limited to:

- Mailing Lists: Update the mailing lists with additions and removals.
- Calendar Updates: Submit Christian Association events to all appropriate online calendars.
- Outreach: Prepare and send weekly electronic newsletters; research other organizations that might advertise Christian Association events and link to the organization's website; maintain Facebook.
- Alumni: Prepare the fall and spring print newsletters focusing on student leadership development and other news of the CA.

Eight to ten hours a week, including Friday Staff Lunches, and evenings and weekends as needed.

\$10.00/hour. (1 position)

Graphics Intern

The Graphics Intern works in support of the marketing of the organization in print advertising, program and issue-focused flyers and materials, and website design and graphics. Duties include, but are not limited to:

- Advertising: Design and preparation of print advertising for the Daily Pennsylvania, The Vision, etc.
- Program: Design and preparation of program and event and literature for Christian Association sponsored programs and issues of concern.
- Website: Design and support of website, including graphical elements, layout and presentation.

An effective Graphics Intern will be:

- Knowledgeable in Adobe Illustrator, PhotoShop, and/or other design programs.
- Able to translate ideas and activities into visually appealing designs.
- Task-oriented with the ability to manage priorities and assignments from multiple sources.
- Able to meet consistent deadlines and requirements.

Ten to twelve hours a week, including Friday Staff Lunches, evenings and weekends as needed.

\$9.00/hour. (1 position)

Program Intern

Duties include, but are not limited to:

- Development: Raise visibility of the Christian Association on campus.
- Marketing: Participate in the preparation and placement of advertising and maintain communications with appropriate campus outlets on organizational activities.
- Institutional Knowledge: Develop institutional knowledge about Penn including partnering organizations and effective mechanisms for promoting the CA on campus, etc.
- Attend Friday Staff Lunches.
- Program: Promote program with primary responsibility for one or two of the following:
 1. Dana How Mentors Program which pairs university students with high school students to help them with preparation for college.
 2. Dinner and a Program which offers a meal and a movie, a recital, a speaker, or an African country theme.
 3. Networking Luncheons which brings campus groups together to plan peace and justice activities.
 4. Student Engagement Program on Friday evenings and Saturday afternoons which does field trips, seminars and events, and food and fun.

The position is eight to ten hours a week.
\$10.00/hour. (4 positions)