Do multiple individuals hold this position at one time? □ Yes □ No

Number of positions available: 1

Work Schedule
A student in this position can expect to work varying hours per day, 8 - 10 total hours.
The student will work □ Monday thru Friday □ Saturday □ Sunday □ any day of the week.
Hours are available during the following times of the day: .

Department/Position Overview
The intern makes flyers, posters, handouts etc., contacts media outlets and helps in other advertising efforts. The intern attends the film festival and helps with the screening and other organizational aspects. Intern helps post promotional materials. Turn-around time for material is short, so intern needs to be able to produce materials quickly. Intern works only right before, during and right after the film festival (length of festival one month). It requires availability during that period, for a total of 8-10 hours for the entire internship.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☐ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☐ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Word**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- Advanced knowledge of German and German culture