



## *Adrian College*

**Student Employer:** Adrian College - 110 S. Madison St. Adrian MI 49221

**Department:** Honors Program

**Supervisor:** James Spence - [jspence@adrian.edu](mailto:jspence@adrian.edu)

**Job Title:** **Student Worker:** Assistant to the Director of the Honors Program

**Location:** Valade

**Purpose of Position:** To assist the Honors Program with tasks.

**Beginning and End Date:** 2025-2026 Academic Year

### **Job Description:**

The purpose of the Honors Program is to provide students who are both talented and motivated with the chance to challenge themselves intellectually. The curriculum is inspired by the Adrian College Mission Statement and focuses on the ideals expressed there: truth, human dignity, excellence, and justice. The institute is seeking a responsible and professional student employee to assist with all program initiatives

Duties will include, but are not limited to

- Assist in the creation and maintenance of marketing materials including flyers/pamphlets and website
- Assist with organizing various events and course offerings for current and future students. May include attending admissions days.
- Maintains calendar of events for supervisor including setting appointments and coordinating meetings
- Maintain records and files as directed
- Other duties as assigned

**Rate of Pay:** This is a part time student employment position at \$12.48 for hours worked.

**Hours:** Up to 5 hours per week unless otherwise approved.

**Required Job Skills:** Students with an interest or current involvement in the honors program will be considered; student must be detail oriented, organized, professional and able to work independently; student must comply with set dress code and regular work hours that will be established with the supervisor.

**Remarks:** Cumulative GPA of 3.0 or higher. Nights and Weekends may be required.