



Adrian College

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

Department: Ribbons of Excellence Program

Supervisor: Thomas Muntean - tmuntean@adrian.edu

Job Title: **Student Worker:** Ribbons of Excellence Program Assistant

Location: Jones 104E

Purpose of Position: To assist the Ribbons of Excellence Program with tasks.

Beginning and End Date: 2026-2027 Academic Year

Job Description:

Assistant must be detail oriented with an interest in technology, marketing, education, conferences, and creative projects. Also looking for a worker who is organized and can work independently.

Hours to be scheduled around classes and will be M-F business hours. Fewer hours to be scheduled in the fall semester with most of the hours coming in spring leading up to ROE day. Student **must** be available to work all day on ROE day as classes will be canceled.

Tasks will potentially include the following:

- Working on signage with Adobe suite software
- Proofreading printed materials
- Alphabetizing and organizing packets
- Putting together gift items
- Coordinating schedules
- Running errands on campus, etc.
- Working with social media marketing for ROE day
- Taking minutes for committee meetings

Rate of Pay: This is a part time student employment position at the State of Michigan wage requirement for hours worked.

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

Required Job Skills: Experience/knowledge working with Adobe suite and Microsoft Office software; excellent organizational skills; excellent time management skills;

highly responsive to assigned job tasks with ability to meet assigned project deadlines, sometimes on short notice.

Remarks: Fewer hours to be scheduled in the fall semester with most of the hours coming in spring leading up to ROE day. Student must be available to work all day on ROE day as classes will be canceled.