

UNC Asheville On Campus Job/Internship Posting Samples

UNC Asheville Career Center

Job Functions	Administrative/Support Services
Job Location	North Carolina-Asheville
Job Level	On-Campus Job, Internship
Job Title	Career Center PR Project Specialist Intern
Job Description	<p>The UNCA Career Center is seeking an Intern to assist with marketing, public relations, student volunteerism and website development projects.</p> <p>The skills necessary to be successful in this position are:</p> <ul style="list-style-type: none">* Communication Skills: Ability to make student, faculty/staff, and employer contacts via email, written correspondence, brief presentations, and phone calls.* Technical Skills: Ability to use a variety of computer programs: MS Office Suite-Word, Excel, Access, website design/multimedia programs, etc. to assist us with updating website, creating flyers & brochures, and updating employer contact information, etc.* Public Relations Skills: Ability to assist the Career Center with special event promotions [Open House, Summer Employment Fair, etc.] <p>This Fall Semester Internship will require an average of 8-10 hours per week. We can be extremely flexible with student class/work schedules! This position has the possibility of continuing into the spring semester contingent upon funding and individual performance. Intern will report directly to the Career Center Director with supervision of daily activities, assignments and updates being coordinated with Office Manager. Intern will also be required to attend a weekly team meeting with entire Career Center staff.</p>
Job Duration	Fall 2005
Positions Available	1
Salary Information	\$10 per hour
Requested Items	Cover Letter, Resume, Application
Job Duration Visibility	30 days
	Contact Information
Employer :	UNC Asheville Career Center
Recruiter :	Eileen Beucher
Phone :	828-251-6515

UNC Asheville Bookstore-Rockys Convenience Store

Job Functions	Other
Job Location	North Carolina-Asheville
Job Level	On-Campus Job
Job Title	Textbook Assistant Positions
Job Description	<p>The UNC Asheville Bookstore has two positions for students to assist in the textbook area. Under the supervision of the Shipping/Receiving Coordinator, these individuals will assist in the unloading of textbook boxes, receiving, shelving and restocking the textbooks. Heavy lifting is involved. In addition, during the first two weeks of school, these employees will assist students in finding the books for their classes.</p> <p>Position is full-time, 40 hour work week. Start date is July 1, 2005 going through approximately August 26, 2005.</p> <p>Pay is \$7.50 an hour. The employees will also receive a Bookstore staff discount of 20% off merchandise and textbook purchases.</p> <p>To apply please contact David Perkins, Director of UNCA Auxiliary Services, by phone at 828-251-6688.</p>
Job Duration	July 1, 2005 through approximately August 26, 2005.
Positions Available	2
Salary Information	Pay is \$7.50 per hour
Job Duration Visibility	30 days

Contact Information

Employer :	UNC Asheville Bookstore-Rockys Convenience Store
Recruiter :	David Perkins
Phone :	828-251-6688