**Community Affairs Assistant**

Community Affairs Assistant, working under limited supervision, duties may include, but are not limited to:

* Attending scheduled events and meetings as a representative of the unit.
* Assisting with the coordination and organization of events and programs on EWU Campuses that celebrate campus, seasonal national, and cultural events.
* Assisting with outreach and the creation of communities for events in order to gather a diverse set of ideas and opinions for the purpose of being able to serve the needs of a wide array of students.
* Assisting with the creation and/or distribution of posters, flyers and other marketing material on and off campus for events and activities.
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work M-F, including some evenings and weekends*.***Required Qualifications:**

Applicants must be familiar with most social media platforms.

Applicants must have strong organizational skills, documentation skills, and computer skills including experience with Word, Excel, and GoogleDrive.

Applicants must be task oriented, dependable, and good with time management

Applicants must be outgoing, flexible, reliable, detail oriented, self-directed, willing to ask questions, and have great customer service skills

Applicants must have excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to effectively communicate with a diverse population via phone, in-person, or electronic communication.

Applicants must be able to manage conflict, collaborate, and work effectively both independently and as a member of a team.

Applicants must be reliable, responsive, and willing to take direction and follow guidance.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.  
  
Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**