We’re Hiring!!
Part-Time Position-Student Assistant for Promotions & Events

Student Assistant for Promotions & Events
Job Description: Part-Time

**Hours:** 5 to 8 hours per week  **Pay:** $9.00

**Basic Functions and Responsibilities:**
Blackhawk Technical College is currently looking for a student assistant to work with Institutional Advancement to provide promotional support for the school’s mascot, Blaze the Blackhawk.

**Essential Job Functions:**
- Assist in supporting the college community outreach efforts utilizing Blaze the Blackhawk
- Maintain the Blaze Facebook page by interacting with Blaze’s friends and keeping his page current and interesting
- Participate in the creation and distribution of advertising for upcoming events and promotions in which Blaze will appear.
- Assist BTC’s athletic mascot, Blaze the Blackhawk, at various college events throughout the year including summer and evenings if applicable. Must help the mascot in greeting students, the public and performing at athletic and other events on and off campus. Personally interact with Blaze fans.
- Distribute Blackhawk Technical College promotional items designed to help increase school spirit and attendance at games and events.

**Required Education/Experience:**
Must be a currently enrolled as a Blackhawk Technical College student. Must be in good academic standing maintaining a 2.0 or higher and not subject to college discipline per the Student Handbook. Ability to work scheduled hours and event dates, including outside of semesters if necessary. Must have a valid driver’s license and reliable transportation. Background check required.

**Knowledge, Skills, & Abilities:**
Must be outgoing, have strong communication skills, excellent skills in interacting with others, and an understanding of public relations goals and practices. Must be courteous, friendly, reliable, and punctual. Must have knowledge of the Microsoft Office Suite for event planning and knowledge of layout programs for publicity. Willingness to represent Blackhawk Technical College, and our mission and core values, in a positive manner on and off campus.

**How to Apply:**
E-mail a resume and cover letter to Blaze@blackhawk.edu by **Friday, Sept. 13, 2013 at 4 p.m.**

**Selection process:**
The Blaze Committee will conduct a standard interview to choose the student who will fulfill the role of the BTC Student Assistant Event Planner.