

Honors College Summer Office Assistant and Honors Wednesday Memo Associate

The Honors College is seeking a summer office assistant and Honors Wednesday Memo associate to begin May 27, 2025 and end August 12, 2025. The position pays \$13 per hour and the person hired would work 30 hours per week for 11 weeks.

Job Description:

As an office assistant you will work on administrative tasks assigned and supervised by Vicky Klima, Honors College interim dean, and Viktoriia Kovtun, Honors College business officer. These tasks may include email correspondences, organizing electronic files, helping with Honors College tours for prospective students, and participating in Honors College first-year student orientation and welcome-week activities. As an Honors Wednesday Memo associate you would work closely with Garrett McDowell, Honors College communication liaison, who will assign tasks. This will include: sourcing, proposing, developing, writing, and editing news stories; editing and proofreading the monthly memo; and working with our social media accounts.

Responsibilities:

- Manage the front office for the Honors College by responding to or forwarding email inquiries, answering and directing phone calls, and organizing electronic files.
- Support Honors College recruiting by leading daily Honors College tours for prospective students and their families.
- Share your experiences as an Honors College student with incoming first-year students as part of Honors College new student orientation sessions.
- Source, propose, develop, write and edit HC news stories (about current students, alumni, faculty, etc.)
- Copyedit news stories
- Assist Editor in composing memo from Honors announcements
- Edit memo text
- Source announcements or events
- Meet weekly and collaborate regularly with Dr. Klima, Ms. Kovtun, Dr. McDowell, and/or HWM Editor, Kaylie Morales
- Manage social media accounts including Instagram and Facebook
 - Create and edit photos, graphics, and texts for social media
 - Post announcements from Honors website according to Social Media Handbook guidelines
 - Post “call for photos” to increase engagement between users and the Honors College
 - Post news stories updates
- Maintain organization of files
- Maintain and develop workflow systems that accomplish Honors communication needs

Qualifications

Successful applications must:

- Be able to work collaboratively with others
- Set priorities and meet deadlines independently
- Be reliable, organized, self-motivated, detail-oriented, and a creative problem solver
- Be comfortable working in Google Suite applications and Microsoft Word
- Be competent with Canva, Adobe Suite, or other programs for photo and graphic design

Next Steps

- Send questions about the position to interim dean Vicky (klimavw@app.state.edu). She is happy to discuss the responsibilities further with you.
- Send questions about the potential transition to Editor-in-Training and later to Editor of the HWM to Dr. McDowell (mcdowellad@appstat.edu)
- **To apply, send a cover letter and resumé to interim dean Vicky (klimavw@appstate.edu).**