

Role: McNair Student Worker
Reports to: McNair Center Director

Department: McNair Center for Entrepreneurship
Compensation: \$10.00 Per Hour

Summary of Role:

The McNair Student Worker will help with administrative tasks and support the McNair Center for Entrepreneurship and Free Enterprise initiatives at Houston Christian University. This summer, our graduate student will assist with a summer camp, where we will be hosting 150 middle school students in collaboration with Verizon Innovative Learning initiative. While serving the center, the student worker will also be supported in their personal goals through mentorship and direct access to experienced businesspeople. This support system will allow the selected student to grow as an entrepreneur and have hands-on experience with innovative projects in both for and non-profit sectors.

Duties/Responsibilities:

- Promote the center through social media including but not limited to re-sharing the Center's posts.
- Work independently and efficiently; use available resources to direct guests.
- Serve as receptionist: greet and direct visitors.
- Make campus deliveries. Provide clerical support, proofreading, photocopying, and filing. Work on additional projects as assigned.
- Prioritize responsibilities to meet deadlines with successful completion of work.
- Maintain confidentiality, be punctual, communicate changes in work schedule in advance. Appropriate attire as discussed for work environment.
- Promote the Center through on-campus interactions, including but not limited to recruitment events (Welcome Days, Organization Fair, Preview Days).
- Support the Director in raising the Center's web traffic by including the McNair website hyperlink in all email correspondence.
- Collaborate with the Director in social media campaigns, including but not limited to: resharing the Center's posts, posting giveaways and interactive content that directs to the Center's website.
- Assist in providing guidance and mentorship for students in the Girls, Inc and Verizon Innovative Learning program as a part of the Center's partnerships initiative.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Ability to provide outstanding customer service.
- Attention to detail and strong organization skills.
- Time management skills with a proven ability to meet deadlines.
- Effective analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Desire to promote entrepreneurship.
- Flexibility to work approximately 20 hours a week

Education and Experience:

- Current HCU Graduate Student
- Committed to represent the McNair Center and Houston Christian University through conducts that align with the University's policy.

Contact for More Information

- Program Coordinator, Elizabeth Lewis, elewis@hbu.edu