

# Student Employment JOB DESCRIPTION 2024-2025

<b>Department: Campbell County Rockpile Museum</b>	
<b>Position Title: Student Assistant</b>	<b>Campus Location: Gillette</b>
<b>Supervisor: Robert Henning</b>	<b>Phone Extension: 682-5723</b>
<b>Beginning Date: August 26, 2024</b>	<b>Ending Date: May 2025</b>
<b>Average Hours Per Week: TBD</b>	
<b>Positions Available: 1</b>	<b>Hourly Wage:</b>

**Job Purpose:** Support the operations and functions of the Rockpile Museum.

**Characteristics, Duties, and Responsibilities:**

- Assist Education Dept. staff with planning and implementation of current and future events
- Assist with publicity and promotional activities including print, digital, and telephone communications
- Catalog artifacts using cataloging software, photograph/scan artifacts, and upload to museum database
- Assist Collections staff with production of exhibit content, signage, and labels
- Administrative tasks that support Museum including filing, organizing, and maintaining supplies
- Other duties as assigned, training will be provided

**Job Specifications, Skills, Qualifications, and Knowledge:**

Requirements

- Detail oriented, able to work well as part of a team and independently, creative and quick learner
- Excellent written and verbal communication skills as well as reading, writing, and research skills
- Knowledge of various computer programs including MS Office
- Reading, writing, and research skills
- Flexibility in transitioning between multiple tasks

Desirable but not essential:

- Public speaking skills
- Knowledge of Adobe Creative Suite or Canva
- Knowledge of camera equipment and scanning equipment

**Education, Licenses, Certifications, Registrations:**

- Good Social and Academic Standing with the college as explained in Student Code of Conduct and Student Services: Policies and Procedures
- Current Gillette College Student enrolled in at least 6 credit hours
- Cumulative GPA is 2.0 or greater

**Working Conditions / Physical Requirements:**

- Ability to stand for long periods, climb ladders and stairs, and lift up to 40 lbs.
- May be exposed to environmental contaminants including dust, pollen, mold, etc.
- Ability to work for long periods on a computer