



DELAWARE
COLLEGE OF ART
AND DESIGN

Student Services Work-Study Student

Location: Student Services

Objective: To assist in daily tasks and operations of the office

Position reports to the Director and Assistant Director of Student Services

Responsibilities

- create and display flyers and posters
- assist in setup and breakdown of campus events
- updating key fobs
- sorting mail and other correspondence
- ideal candidate has notable organization, time management, and creativity in design