Department:  **Student Activities and Leadership Center**

Department Head:  **Mike Keegan**

Department Location Building name and Room No:  **Surbeck (lower level)**

Department Telephone No:  **605-394-2336**

Number of Positions to be filled:  **1**

Average number of hours per week each student would be expected to work:  **10-15**

Specific qualifications or experience (i.e. Computer Science majors):

*We desire an outgoing student with experience working with MS Excel, Word, and Publisher. The student should comfortable with the School of Mines campus and will gain a familiarity with advertising guidelines.*

Specific duties:

*Create, coordinate, and distribute publicity for events. Help with daily organization and planning of special events. Organize and update Student Organization information. Clerical Duties as assigned. Other projects as needed.*