

POSITION TITLE: Office Assistant

DEPARTMENT: Advertising & Business

The Auburn Plainsman, the student-produced campus newspaper of Auburn University, is published weekly on Thursdays and distributed throughout campus and the surrounding community. Its mission is twofold: (1) to provide news and information for the students, faculty/staff, and entire Auburn community, and (2) to provide training and experience for Auburn students in all aspects of journalism.

JOB DESCRIPTION

The Office Assistant will work closely with the Advertising Manager and Office Manager to perform a variety of duties on a regular and as-needed basis.

Essential duties include:

1. Taking and scheduling classified ads
2. Preparing subscription mailings
3. Reception and clerical duties
4. Data entry
5. Mailing and delivering newspaper tearsheets and other documents
6. Newspaper circulation assistance
7. Other duties as assigned.

Skills, abilities and knowledge required to perform the work:

1. Knowledge of general office procedures
2. Ability to multi-task and work effectively under deadline pressure
3. Ability to take direction and function as part of a team
4. Strong organizational skills
5. Keyboard proficiency
6. Strong oral and written communication skills
7. Must be available to work 8-10 hours /week during normal business hours
8. Must be a currently enrolled Auburn University student (applications will be accepted from students not taking classes during summer session)

Reports to: Office Manager

APPLICATION INSTRUCTIONS

Please provide a letter of application describing your qualifications to:

General Manager, *The Auburn Plainsman*, AU Student Center 1111, 255 Heisman Dr., Auburn AL 36849
or email to gm@theplainsman.com