

# COMMONVISION IS HIRING!

## OFFICE ASSISTANT

You do not have to be a visual arts major to apply to this position! This position requires working the front desk, so you will be the face and voice of commonvision!!

### We're looking for students with:

- An understanding of advertising via social media
- Strong interpersonal and communication skills
- A great sense of organization and planning
- A sense of humor
- Ability to work without constant supervision

### Bonus points if:

- You have customer service experience
- You have an interest in visual arts, design, and/or animation
- You have an interest or are involved in student events
- You have an interest or experience in photography
- You make us laugh

### Your personality is along the lines of:

- Self-motivated
- Team-oriented
- Attentive to details
- Manages time and deadlines well

### MUSTS:

- Be highly dedicated & organized
- Must have a GPA of 2.5 or higher
- Must pass a judicial check
- Must have at least 2 semesters left
- Must be able to work at least 10 hours a week

Please send a cover letter, resume, and two references to [commonvision@umbc.edu](mailto:commonvision@umbc.edu) with the subject line "commonvision Office Assistant Application Winter 2017."

For best consideration apply by December 16, 2016 by 4:00PM.