**Honors College Office Intern Job Description**

As an Office Intern in the Honors Center, you often provide the first impression of the Honors College for our prospective students and their families. Excellent written and verbal communication skills (including mature phone etiquette) are essential. Student workers must be passionate about the Honors College, up-to-date on Honors College events and prospective student protocol, and able to quickly adapt to whatever is needed of them on a day-to-day basis.

**Primary Responsibilities Include:**
- Answering the Honors College main phone line
- Responding to **Honors@cofc.edu** emails by answering directly or referring the email to the appropriate Honors College faculty/staff member
- Processing application materials
- Assisting the Office Manager with administrative tasks
- Assisting Honors students that need to use Honors Center resources
- Helping with the planning and execution of Honors College events

All Honors College Office Interns must be in good standing with the Honors College during their employment. We are able to accommodate work-study students, so we encourage applications from anyone with that designation.

For additional information regarding this position contact, Mary Moser, **moserm@cofc.edu** or 843.953.5710

Applications should be submitted IN PERSON (no electronic will be accepted) no later than NOON on Friday, August 25, 2017.