

**Jobs posted by local, part-time employers.**

**You can apply for these jobs by following the instructions provided or reach out to the Student Employment Coordinator for assistance by email at [JLD@utc.edu](mailto:JLD@utc.edu) or by phone (423) 425-2106.**

**Employers interested in posting a job should also email [JLD@utc.edu](mailto:JLD@utc.edu).**

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**09/10/2020**

### **Jennifer Anderson Photography Business Assistant Job Description**

Part-Time Position

Pay: Negotiable

Schedule: Variable – must be able to work weekends

Education Requirements: HS Diploma

I am looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

To be successful in this position, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. This assistant must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, they should have a genuine desire to meet the needs of others.

Duties Include:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Support and organize various marketing and promotional projects
- Conduct research and analyze reports/questionnaires
- Update spreadsheets, databases and inventories with statistical, financial and non-financial information
- Compose and post online content on the company's website and social media accounts
- Write marketing literature (brochures, press releases, etc.) to augment the company's presence in the market
- Scouting potential photoshoot locations and venues.
- Organizing location permits and securing the location.

- Setting up the studio for each shoot.
- Organizing, unpacking, and setting up camera and lighting equipment at external locations.
- Interacting with customers and assisting with positioning during the shoot.
- Taking instructions from the principal Photographer.
- Assisting with lighting and camera work.
- Taking payments and keeping in contact with customers.
- Editing and distributing photos to clients by post or via online distribution portals.
- Keep up to date with product information
- Accurately describe product features and benefits
- Follow all companies' policies and procedures
- Recommend and display items that match customer needs

Requirements:

- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills
- Discretion and confidentiality

Experience:

- Accounting systems (not required)
- Customer service (not required)
- Marketing (not required)
- Administrative Experience (not required)

Please send a cover letter and resume to [jennifer@jenandersonphoto.com](mailto:jennifer@jenandersonphoto.com).

09/02/2020



## **UTC Student Philanthropy Ambassador Job Description**

### **OVERVIEW**

The UTC Office of Development and Alumni Affairs is seeking to hire responsible, enthusiastic students to serve as Student Philanthropy Ambassadors. These students serve as the voice of UTC, sharing campus updates and notifications about upcoming events, collecting class notes, and speaking about the importance of supporting UTC by making an annual gift to an area of interest. Student Philanthropy Ambassadors will have the opportunity to speak to thousands of

alumni, parents, and friends while working to strengthen the relationship between these individuals and the university. The UTC Telefund is an integral part of the university's fundraising and alumni relations effort. This program is a great way to show your love of UTC and to make a direct impact on the campus. Funds raised by the telefund can be used for scholarships, financial aid, student and faculty research projects, study abroad expenses, and many other programs not funded by tuition. Ambassadors will also be expected to participate in Development and Alumni Affairs programming such as giving day, thank you programming, and various other initiatives.

This position provides a great opportunity to build your resume, strengthen your communication skills, and gain experience in fundraising, sales, marketing, and leadership. Please note there is a heavy emphasis on sales.

### **SCHEDULE**

We conduct shifts Monday through Thursday from 5:30 to 9 p.m. You are required to work at least **two** shifts during the week. Choose your own schedule around your classes and extracurricular activities!

Duration: Academic Year

Hourly Wage: \$9.00/hour plus opportunities for incentives and semesterly raises

### **GENERAL REQUIREMENTS**

1. Excellent oral communication skills;
2. Positive attitude and self-motivation;
3. Dependable and punctual;
4. Competitive spirit;
5. Energetic and enthusiastic;
6. Respond to e-mails in a timely manner;
7. Attend mandatory training sessions;
8. Capable of working the same schedule all semester.

Must be a full time UTC student, fluent in English language, able to speak clearly and concisely, and able to read from a computer screen. Qualified applicants will be expected to represent UTC at all times. Possess good listening skills and have the ability to engage in meaningful conversation. Must be able to speak confidently about UTC with the ability to think quickly and answer accurately when responding to questions and/or concerns from our alumni, parents, and friends. This is a UT Foundation position and will require a mandatory two-day training program prior to working the first calling session to educate students on the importance of philanthropy, the annual fund and its impact, and prepare students to be motivated and successful fundraisers for UTC. Students should be well organized and have excellent oral and written communication skills. If selected for hire, students must follow rules for maintaining confidentiality with donor information. This position may continue through the following semester if individual performance goals are achieved.

## **CALL REQUIREMENTS**

During calls, callers are responsible for:

1. Collecting and updating constituent demographic information;
2. Develop positive relationships with all those contacted;
3. Knowledge of current events and achievements around the university, from construction projects to rankings on academic listings;
4. Soliciting funds for various areas around campus;
5. Maintain professionalism at all times.

## **APPLICATION MATERIALS**

Contact Shelia-Marie Stacy by e-mail at shelia-stacy@utc.edu or stop by the Development House (located across from Fletcher Hall) to pick up or deliver an application.

**7/21/2020**

### **Little Miss Mag**

Little Miss Mag has part-time positions that would be a great fit for college students, especially those in the social services and education majors.

**Review and Apply:** <https://lmm.hrpartner.io/jobs>

**2/19/2020**

### **NEW DOLLAR GENERAL STORE NOW HIRING**

Now hiring for a New Dollar General store Downtown Chattanooga

**Apply at :** <https://careers.dollargeneral.com/>

**Positions Needed:** Sales Associate #2020-201636, Part Time Lead #2020-201659 and Temp Work / Cashier #2020-201639



**NOW HIRING**  
BELL RINGERS

# Job Fair

Monday Oct 19, 2020  
10:00am -2:00pm

The Salvation Army  
1019 North Moore Road  
Chattanooga, TN

Hiring for seasonal, FT & PT Position

Apply on line at [jobs.csarmy.org](https://jobs.csarmy.org) or  
complete a paper application at the job fair.

Bring Two Forms of I.D.