

Daron Smith

Bakersfield College

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### Job report

My name is Dontae Smith. My position here at the Student Health and Wellness Services of Bakersfield College is Front Desk Clerk and I assist with the department Events and Outreach. I started working for the office in January 2018. Since I have begun working here I have learned many skills that will help me later on in my professional career. My list of duties include but are not limited to:

- Graphic design
- Formatting advertisements
- Publication of advertisements
- Spreadsheet creation
- Calendar Upkeep
- Social media posts
- Article deadlines
- Event creation
- Event coordination
- Paperwork filing
- Equipment reservation
- Outreach to the public
- Campus advertisements/postings
- Online Campus advertisement
- Monitoring and maintenance of social media platforms
  - Facebook
  - Instagram
- Creating goodie bags for events
- Creating pamphlets and posters for educational purposes
- Front desk management
- Customer service
- Office and campus Hygiene

- Hand sanitizer maintenance
- Microwave clean up (cafeteria)
- Banner know about and protocol
- Patient appointment scheduling
- Phone call etiquette
- Student Health 101 editorial

In my everyday line of work, I am allowed to work 19 hours on a given week. In some cases we will be allotted 40 every so often but it is rare. That being said, the amount of work I do on any given week is usually broken up into certain time frames throughout the week due to the high level of different projects coming in, deadlines, as well as the need for office up keep and or front desk management. So in total:

- 60 % of my time - Event and Outreach Coordination.
- 20 % of my time - Front Desk management or office based tasks
- 20 % of my time – Office Upkeep and Hygiene

All of this must be done in a matter of 19 hours a week. So there really isn't a lot of down time.

I usually have a list of my tasks and their priority. That way I am able to prioritize things properly and do them in a timely fashion that allows me to not only get them done on time, but to bounce around from front desk or the daily tasks that need to be done.

There is always a lot of work to be done, but we manage to get it done as a team.