### Position Title
Classics Department Assistant

### Hourly Rate
$7.50

### Department
Classics

### Supervisor
Constantine Hadavas

### Work Location
varies, mostly World Affairs Center

### Account Number
01-11151-00000-00000-xxxxx

**Do multiple individuals hold this position at one time?**
- [x] Yes
- [ ] No

**Number of positions available:** 2

**Work Schedule**
A student in this position can expect to work 2 hours per day, 4 hours per week.

The student will work
- [x] Monday thru Friday
- [ ] Saturday
- [ ] Sunday
- [ ] any day of the week

Hours are available during the following times of the day: flexible.

**Department/Position Overview**
Responsibilities include copying, scanning, event planning, and publicity, updating Classics department website, various clerical work, and research for departmental projects. The assistant will report to various Classics department faculty members. Crystal Watson, WAC coordinator, will be accessible via email or phone for support.

**Description of Duties and Tasks**
- [x] Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- [x] Conform to an established work schedule; reliably work set hours as assigned
- [x] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- [x] Maintain the confidentiality of departmental/employee/student information
- [x] Run errands on and/or off campus, including campus mail pick-up and delivery
- [x] Perform light cleaning, departmental organization, and upkeep as required
- [x] Work efficiently and accurately without immediate supervision
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**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Word, Excel**
- Familiarity with specific equipment, listed here: **light computer use**
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Familiarity with Classics department**