Do multiple individuals hold this position at one time?  ☑ Yes  ☐ No

Number of positions available: 2

Work Schedule

A student in this position can expect to work 8 hours per day, 40 hours per week.

The student will work ☐ Monday thru Friday ☑ Saturday ☐ Sunday  ☑ any day of the week.

Hours are available during the following times of the day: 8 am - 5 pm.

Department/Position Overview

The student worker will be responsible for office duties which including helping with mailings, reunion/homecoming preparation, data entry, scanning, filing, making copies, mail runs, running errands, and answering phones as needed. Will also be working independently on various special projects. Working Reunion weekend (June 14th-16th) will be expected. Dependability, self-motivation, and ability to work independently are a must for this position. Must know Microsoft Word and especially Excel. Must be able to lift/carry 50 pounds.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☒ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Must be able to work reunion weekend - June 14th to 16th

☒ Work on special projects including archival research and assist with developing career network
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: Microsoft Suite

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here:

☒ Dependability and self motivation required