Position Title
Department worker
Course Assistant

Hourly Rate
$7.50

Department
Economics

Supervisor
Dept. Faculty

Work Location
Campbell Hall

Account Number
01-11131-00000-00000-xxxxx

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

Number of positions available: varies each semester

Work Schedule

A student in this position can expect to work 2-3 hours per day, 6-10 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: evenings.

Department/Position Overview

In the Department of Economics, a department worker performs tasks that support and enhance the learning environment surrounding the courses that we teach.

More Detailed Information Available

Enter Web Page Link Here

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
**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:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
  -
  -
  -
  -

**Supervisors - Please scroll down and complete the next page.**