**Position Title**: Philosophy & Religious Studies Assistant  

**Department**: Philosophy & Religious Studies  

**Work Location**: M.I. 218-219  

**Hourly Rate**: $7.25  

**Supervisor**: Matt Tedesco  

**Account Number**: 01-11145-00000-00000-xxxxx  

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Do multiple individuals hold this position at one time?  

- [ ] Yes  
- [x] No  

**Number of positions available**: 1

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**Work Schedule**

A student in this position can expect to work **1-4** hours per day, **1-10** 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: **8:00AM-5:00PM**.

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**Department/Position Overview**

Job requires the completion of mostly clerical work, with occasional ventures into project management. It requires good communication skills both verbally and stenographically. Involves a lot of transportation of things around campus, i.e. mail, letters, etc. The job also contains a decent amount of data entry work.

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**More Detailed Information Available**

Enter Web Page Link Here

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**Description of Duties and Tasks**

- [x] 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.
- [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
- [ ] Work efficiently and accurately without immediate supervision
- [x] Aid in the production of Student Symposium Day, Departmental Self Studies, and External Reviews
- [ ]
- [ ]
- [ ]
**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 Word, Excel, Epson Scan**
- 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.