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 2-3 hours per day, 5 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 -4:30 pm.

Department/Position Overview

Assistant in bindery department doing collating, folding, cutting, stapling, etc. of customer's print jobs. Help at the counter with customers: selling envelopes and paper, making copies, or running the Riso machine. Also answering the phone at times.

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: