Student Support/Minerva Offices

Responsibilities:

- Typing notes for students with low vision
- Working with computer software for book conversion, audio text, Dragon naturally speaking.
- Filing confidential records and notes
- Writing IEG grants for International Students’ excursions
- Working on projects for International students and disability students as they come up
- Greeting people at the front desk
- Answering the phone
- Making copies
- Check-in International Students each term (copies of travel documents)
- Hanging flyers around campus
- Updating Minerva Calendar in Reamer Campus Center each week
- Adding events to campus calendar on-line
- Designing Minerva Fellows calendar
- Working on Minerva related projects that come up

Qualifications:

- Student should be able to work in a busy office setting that deals with International, Disability and Minerva issues.
- Students should have knowledge of Word, Excel, and Publisher
- Phone skills
- Working well with others
- Reliable