Writing Center Job Description—Work Study

Description of Duties:
- Maintain syllabus files and update Writing Center database
- Ensure student work areas have necessary supplies in place
- Create and/or distribute posters, forms and fliers
- General clerical duties (making on-campus deliveries, compiling data summaries, etc.)

Qualifications and Special Skills
- Must be reliable and well organized
- Must be comfortable using computer programs such as Microsoft Word and databases
- Good communication skills and some artistic flair are definite assets

Work hours range: M-F: 9am-3pm  M-Th: 5-7pm