

Student Job Description

Departments: Anthropology, Classics, Philosophy, and Religious Studies

Location: Lamont 106

Supervisor's Name: Leahanna Pelish

Please indicate hours/shifts available: Hours of Operation are Monday-Friday 8:30-4:30

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:

Student workers are an important part of the Departments. The students assist with essential day-to-day office tasks and assist the supervisor with larger projects as needed. The students primarily assist the supervisor in serving the needs of students, professors, visitors, and staff with any designated tasks. Students provide coverage for the supervisor as needed for meetings, lunch, breaks, and leave. Students may also be asked to assist with projects assigned by professors such as research, poster design, organizing work spaces, etc. The students will learn important office skills that will serve them in their future careers.

Duties and Responsibilities:

- Complete all tasks requested by supervisor in timely fashion
- Scanning
- Photocopying
- Cover office presence and answer telephones
- Develop and post event notices
- Organizing work spaces
- Run errands on-campus as necessary

Qualifications for the Position:

- Adherence to confidentiality expectations
- Pleasant and willing attitude
- Ability to be courteous and helpful to faculty, students and staff at all times
- Punctual and dependable with some flexibility to schedule to provide necessary coverage
- Ability to work independently and follow directions