

Student Job Description

Department: College Relations - Research Location: Abbe Hall

Supervisor's Name: Beth Seber

Please indicate hours/shifts available: Mondays - Fridays 8:30 a.m. - 5:00 p.m.

Rate of Pay: minimum wage

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

The role of the student employee is to follow the mission and vision as set by the department and to provide support to all of College Relations to ensure the success of all planned programs.

Duties and Responsibilities:

- Assistance with basic research on prospects
- Transfer of prospect information (data entry) into the database program for access by College Relations
- Provide general office assistance, including but not limited to filing, list review, receptionist duties and special projects as needed

Qualifications for the Position:

- Ability to work independently and follow directions
- Ability to complete assignments in a timely manner
- Attention to detail and confidentiality is required
- Familiarity with Microsoft Office and data entry is desired