Student Job Description

Department: Counseling Services Location: Wicker Wellness Center

Supervisor's Name: Marcus Hotaling

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: Office Assistant

Duties and Responsibilities:
• Distribution of publicity to promote programs, events and resources (ie flyers and posters)
• Assistance with preparation for programs and events
• Shredding
• Restock supplies as needed
• Water plants weekly

Qualifications for the Position:
• Confidentiality and discretion are extremely important
• Mature attitude and demeanor