

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