

## Student Job Description

Department: Electrical & Computer Engineering and Computer Science Departments

Location: Steinmetz, Room 210

Supervisor's Name: Lisa Galeo

Please indicate hours/shifts available: Mondays - Fridays, day time

Rate of Pay: minimum wage

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

To assist the Administrative Assistant and Faculty.

Duties and Responsibilities:

- General clerical duties - data entry, photocopying and scanning
- Pick up and distribute mail and packages
- Run on-campus errands
- Assist with projects as needed
- Answer the telephone

Qualifications for the Position:

- Computer skills, including Microsoft Office and Excel
- Comfort working with various faculty on projects that require clerical work and heavy photocopying
- Punctual and dependable