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