

Student Job Description

Department: Economics

Location: Lippman Hall, Room 221

Supervisor's Name: Jennifer Clifford

Please indicate hours/shifts available: Mondays - Fridays, 9:00 a.m. - 4:30 p.m.

Rate of Pay: minimum wage

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

To provide administrative support to the faculty, students and staff of the Economics Department.

Duties and Responsibilities:

- General office duties - typing, filing, working with spreadsheets and the internet, copying, faxing collating, data entry and email
- Assist faculty with special projects as needed for classroom instruction or seminars and workshops
- Additional duties as needed and assigned

Qualifications for the Position:

- Basic computer skills and knowledge of PCs, Windows, internet use and Microsoft Word and Excel
- Excellent oral and written communication skills
- Must be responsible, trustworthy and willing to learn
- Must demonstrate good work habits and be punctual