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