Student Job Description

Department: English Department
Location: Karp Hall, Room 115

Supervisor’s Name: Diane Nebolini

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

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:
Student workers assist the Administrative Assistant and Faculty in the English Department.

Duties and Responsibilities:
• Gather information each term for department booklet and make copies of department booklet
• Update term schedules as needed for posting
• Photocopy course materials for faculty as needed
• Run errands on-campus
• Scanning, faxing, and mailing
• Develop and circulate notices for English Department events
• Assist in maintaining photocopiers
• Check office supply inventory and organize inventory

Qualifications for the Position:
• Adherence to confidentiality expectations
• Pleasant and willing attitude
• Ability to be courteous and helpful to faculty, students and staff at all times
• Punctual and dependable
• Attention to detail
• Ability to work independently and follow directions