Student Job Description

Department: History
Location: Lippman, Room 112

Supervisor's Name: Jane Earley

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

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:
To provide general office support to the Administrative Assistant and department faculty.

Duties and Responsibilities:
• Answer telephone and take messages
• Copy and collate class material
• Prepare mailings for students and faculty (notices of meetings, etc.)
• Deliver and pick-up inter-library loan material
• Look up and copy articles from periodicals in the library
• Post department flyers around campus
• Enter information into the computer
• Run errands on-campus as necessary

Qualifications for the Position:
• Accuracy and attention to detail
• Pleasant and willing attitude
• Ability to be courteous and helpful to faculty, students and staff at all times
• Punctual and dependable
• Computer knowledge and the ability to follow instructions
• Reasonable dress for a professional office