

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