

Student Job Description

Department: Institutional Research

Location: Feigenbaum Hall, Room 104C

Supervisor's Name: Brandie M. Dingman

Please indicate hours/shifts available: Mondays - Fridays, daytime

Rate of Pay: minimum wage

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

Duties and Responsibilities:

- Data entry
- Research
- Create, retrieve, and organize files
- Provide assistance with the compilation and organization of facts and statistics
- General clerical duties, including copying and scanning
- Assist with Institutional Research Office Newsletter

Qualifications for the Position:

- Accuracy and close attention to detail with data entry
- Working knowledge of Excel and Word
- Confidentiality and discretion