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