Student Job Description

Department: Mathematics  Location: Bailey Hall, Room 202

Supervisor's Name: Joanne Higgins

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

Rate of Pay: minimum wage

Purpose/Role of the Position within the Department:
To provide support to the department faculty and administrative assistant

Duties and Responsibilities:
• Assist with general office duties
• Assist faculty members on an ad hoc basis
• Direct visitors and students as needed
• Assist with photocopying, collating and postings
• Sort and route incoming mail
• Answer phones and take messages

Qualifications for the Position:
• Preference for Math majors
• Proficient verbal and written communication skills is key
• Ability to operate general office equipment (training will be provided)
• Basic organization skills (alpha/numeric)
• Ability to maintain confidentiality
• Time management skills