

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