

Student Job Description

Department: Modern Languages & Literature Location: Karp, Room 120

Supervisor's Name: Jill Tominosky

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:

- Copying, scanning and filing as needed
- Sort and distribute mail
- Make on-campus deliveries and pick-ups from other offices and departments
- Assist Faculty and Administrative Assistant with special projects as needed
- Answer telephone if the Administrative Assistant is out of the office for any length of time
- Greet and assist visitors, answering questions politely and accurately

Qualifications for the Position:

- Responsible and dependable
- Pleasant and willing attitude
- Ability to be courteous and helpful to faculty, students and staff at all times
- Punctual
- Strong computer skills, including work processing, internet and library research and email use
- Reasonable dress for a professional office is necessary