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