

Student Job Description

Department: Sociology

Location: Lippman Room 221

Supervisor's Name: Jennifer Clifford

Please indicate hours/shifts available: Mondays - Fridays, 9:00 a.m. - 4:30 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:

To provide administrative assistance to Sociology Department faculty and staff.

Duties and Responsibilities:

- Proofreading
- Answer telephones
- Cover office presence during lunch time
- Copying, scanning, filing, faxing and shredding
- Advertising for events
- Retrieve and return items to the library
- Run errands for faculty as needed

Qualifications for the Position:

- Friendly and pleasant personality
- Must be responsible, trustworthy and willing to learn
- Basic computer skills and knowledge of PCs (Windows, internet use, Microsoft Word and Excel)