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)