Student Worker Needed

Qualifications:
- Must be a mature individual with some computer skills
- Must have at least a 2.0 GPA
- Must have reliable transportation
- Must be able to lift at least 30lbs
- Must have good listening skills and be able to follow instructions

Preferred Hours: (work hours will depend on the student’s availability)
Monday-Thursday - 9am-1pm or 12pm-3pm
Friday – 9am-1pm

Pay:
7:55/hour

Job Duties:
- Running errands
- Posting/Removing signs around campus
- Answering phones and emails
- Scheduling appointments
- Proctoring some exams
- Filing, copying and scanning documents
- Other special projects may be assigned