Career Services Federal Work Study

Brief Description of the Position:

General office duties in the Career Services Office, using telephone, computer, copiers, as well as general assistance to students seeking information or with questions about using our resources.

Primary Duties:

- Maintaining 3-ring binder containing recent job openings
- Maintaining job board, posting new and removing old
- Making copies, assist with mailing and special projects
- Assist in answering phones and questions from walk-in customers (students, employers, potential students)
- Filing
- Pick up and deliver mail from Business Services Office
- Work on special projects, including computer-based research and typing
- Assist students in use of Career Services resources

Special Requirements:

Excellent communication skills with cheerful demeanor
Can-do attitude
Good computer skills (Word, Excel, use of internet)
Ability to learn career-related computer programs such as Focus 1 and Optimal Resume