Federal Work-Study Position Available

Today’s Date 6/15/11

HIRING DEPARTMENT: Athletics

DESIRED START DATE: September 3rd

EMPLOYMENT HOURS: 2 hours Mon-Fri can work around schedule

JOB POSITION TITLE: Student Administrative Assistant

JOB DESCRIPTION & DUTIES: Student Administrative Assistants will assist the Head Coach and Coaching Staff with the clerical work involved in recruiting new student athletes to the University of La Verne Football Program. Duties will include data entry, Word processing, research, and filing.

SUPERVISOR’S NAME: Brent Baier

SUPERVISOR’S CONTACT INFO: bbaier@laverne.edu 909 593-3511 x4426