Federal Work-Study Position Available

Today's Date: July 2011

HIRING DEPARTMENT: Campus Center

DESIRED START DATE: Fall 2011

EMPLOYMENT HOURS: up to 20 hours a week

JOB POSITION TITLE: Scheduling Assistants & Administrative Staff

JOB DESCRIPTION & DUTIES:

Scheduling assistants and Administrative Staff will be responsible for assisting in day-to-day operations that include answering phones, handling inquiries, taking messages, and scheduling events. You will be working closely with faculty and staff and assisting in scheduling and coordinating events.

Students must have a working knowledge of Microsoft Office applications, such as Excel and Word, and other computer operations. You must be able to work in a professional, client centered, and quality service environment alongside staff in the Campus Center. Excellent organizational skills, an ability to prioritize and complete assigned work duties are highly recommended.

SUPERVISOR'S NAME: Veronica Ashcroft

SUPERVISOR'S CONTACT INFO: vashcroft@laverne.edu or (909) 593-3511 ext. 4912