Federal Work-Study Position Available

Today’s Date: June 8, 2011

HIRING DEPARTMENT: Education – Curriculum Lab

DESIRED START DATE: August 29, 2011

EMPLOYMENT HOURS: Monday- Friday 3-8PM

Any combination of the five days of the week within the specified time frame, there is flexibility with class schedules and availability.

JOB POSITION TITLE: Curriculum Lab Student Worker #1

JOB DESCRIPTION & DUTIES:

➢ Takes direction from the Curriculum Lab Coordinator (Jennice Russi)
➢ Perform filing functions
➢ Knowledge of computers and other multimedia equipment (Microsoft Office, scanners, fax, copier, etc.)
➢ Create education materials for display in the lab
➢ Supervise the Curriculum Lab on a minimal or as needed basis
➢ Help students with use of materials and any questions
➢ Perform various office duties as needed
➢ DESIRED- student pursuing degree in the education field

SUPERVISOR’S NAME: Jennice Russi

SUPERVISOR’S CONTACT INFO: Ext: 4359 Email- jrussi@laverne.edu