Federal Work-Study Position Available

HIRING DEPARTMENT: Literacy Center / Education Dept.

DESIRE START DATE: __9/1/11__

EMPLOYMENT HOURS: Mondays, Tuesdays, Wednesdays, or Thursday’s, 10:00am – 6:30pm and/or Some Friday’s 10am – 2:00pm. We will work with your schedule.

JOB POSITION TITLE: Student Assistant

JOB DESCRIPTION & DUTIES: To assist with everyday tasks as needed to run the Graduate Program in Reading for teachers. You will need to help prepare teaching materials: such as photo copying, computer work, decorating bulletin boards, set up for classes, process library books, answer phones, faxing, etc. We will train.

SUPERVISOR’S NAME: Janie E. Stahly

SUPERVISOR’S CONTACT INFO: (909) 593-3511 x4660

jstahly@laverne.edu