Federal Work-Study Position Available

Today’s Date 6/17/11

HIRING DEPARTMENT: International and Study Abroad Services (ISAS)

DESIRED START DATE: Open; during the 2011-2012 Academic year

EMPLOYMENT HOURS: Flexible; during office hours M-F, 9am-5pm

JOB POSITION TITLE: ISAS Student Assistant

JOB DESCRIPTION & DUTIES: The ISAS employs several FWS Student Assistants who work primarily with international students, American students interested in studying abroad, and their friends. ISAS Student Assistants greet and service students, answer phones, do filing, help with special activities and projects, do computer work including word processing and data base projects, and interact with interesting, fun people. The ISAS is located in the Campus Center first floor Student Affairs wing (east). Stop by to check us out.

SUPERVISOR’S NAME: Debbie Yang

SUPERVISOR’S CONTACT INFO: 909-593-3511 ext 4332 or dyang@laverne.edu