Federal Work-Study Position Available

Today’s Date____06/24/2011_____

HIRING DEPARTMENT: ____CS&CP Dept of Asset Management______________

DESIRED START DATE: ____As soon as possible___________________________

EMPLOYMENT HOURS: _____________ 8am to 5pm_________________________

JOB POSITION TITLE: ________Student Assistant_________________________

JOB DESCRIPTION & DUTIES:

General office duties, including taking Inventory, data entry, filing, and moving small pieces of furniture.

Must have a working knowledge of Microsoft Word and Excel applications.

SUPERVISOR’S NAME: _____Joanne Ashcroft_____________________________

SUPERVISOR’S CONTACT INFO: _909-593-3511 X4129 or jashcroft@laverne.edu_____