

JOB DESCRIPTION

Department:	Continuing Education
Location:	Continuing Education
Job Number:	
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	Lisa Mancil
Duties include:	
<ul style="list-style-type: none">• General clerical responsibilities.• Assisting with projects for Elderhostel, short courses, summer camps, and special programs.• Assisting with bulk mailings.• Assisting with program registrations.	
Requirements:	
<ul style="list-style-type: none">• Computer skills.• Good telephone manners, attitude and personality.• Good organizational skills.• Prior office experience is beneficial.• Ability to work on multiple tasks.• Student must take the job seriously and be a reliable employee.• Self-starters are desired.• Willingness to work at least the minimum hours assigned per week.	