

College of Engineering, Academic Affairs Office

The following student position is available:

Office Clerk

Hours: between 8am and 5pm depending on class schedule and availability

Duties: Assist in general office functions including, but not limited to, copying, filing, data entry, campus errands, answering office phone, taking messages and serving students at our customer service desk.

- Summer Office Clerk position does not require work study eligibility.
- Fall/Spring Office Clerk position must be work-study eligible.

The salary for the office clerk is \$8.05/hour.

Interested students please stop by the College of Engineering/Academic Affairs office, Engineering Bldg., Room 200 for an application. You'll need to submit your application and a resume.

For more information/questions call Jenny at 621.6032 or see her when you stop by for the application.