



POSITION ANNOUNCEMENT

Job Order 600123
April 9, 2008

CLERICAL SUPPORT- HEALTH SCIENCES DIVISION

Individuals must have prior customer service and clerical support experience, be detail oriented and be able to independently organize a project from start to finish.

Responsibilities/Qualifications include:

- Front desk reception for Health Sciences – answering telephone, greeting students and visitors.
- Proven ability to work in Word, Excel, PowerPoint, email, and internet.
- Typing of tests, syllabi, presentations, and handouts for faculty.
- Comfortable working alone, independently.

Hours:

Monday – Thursday: 3-7pm (mid-August – mid-May)

Monday – Thursday: 2-6pm (mid-May – mid-August)

Pay: \$9.25/hr

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