Employment Position: Work Study Position

General Duties:

Computer skills in word processing, spreadsheets, and databases(e.g. Word, Excel, Powerpoint, Publisher, etc.) Ability to maintain effective working relationships with faculty and students. Must be able to stay on task, create files, and labels. Answer incoming telephone calls, run errands around campus, and other duties as assigned.

Location:

Developmental Education Building, room 128

Other Special Requirements:

Must pass background check and must be willing to sign a statement of conduct and a statement of confidentiality.

Contact Person & Phone Number:

Bobbi Brown - (505) 346-2336

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