

Form Name:	On-Campus Student Employment Job Description
Submission Time:	August 8, 2024 2:58 pm
Browser:	Firefox 129.0 / Windows
IP Address:	68.184.42.130
Unique ID:	1253119413
Location:	42.3021, -71.9224

On-Campus Student Employment Job Description

Department/Location	The Writing Center
Supervisor Name	Dana Sheehan
Supervisor Email Address	DSheehan@annamaria.edu
Supervisor Phone Number	508-849-3606
Are you actively hiring this position?	Yes
Position Title/Classification	Writing Center Office Assistant
Number of Hours Available per Week	5
Job Description	The Office Assistant will assist professional staff with any other special projects as assigned.
Duties Performed	<ul style="list-style-type: none">• Administrative work such as filing and copying• Data entry projects using excel and word• Tutor scheduling as needed (not being a tutor, just helping with scheduling)• Board creation and upkeep (weekly and monthly board rotations and updates)• Help with workshop flyer creation and distribution• Mini projects as needed assigned by the Director
Specific Qualifications	n/a
Special Application Instructions	interview required
Dates of Employment	Full Academic Year