



STUDENT JOB OPPORTUNITY

JOB TITLE: *Student Assistant*

DEPARTMENT: School of Continuing & Professional Studies (Position to begin immediately)

CONTACT PERSON/EMAIL/PHONE #: Carol Gima/gimac@etown.edu/x1411

TO APPLY: Call or email. An application will be provided at that time.

STUDENT JOB DESCRIPTION:

Person must be mature, reliable, able to work independently, problem solve and maintain confidentiality.

QUALIFICATIONS:

- Filing
- Word Processing
- Copying
- Department mailings
- Database entry
- Maintaining the department's promotional materials
- Operating basic office equipment, including copier, fax machine, and credit card machine
- Selling textbooks
- Answering the phone
- Working with the adult students and facilitators. Good customer service skills are an essential part of this position.

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long/extended periods of time.
- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs and/or ladders.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

HOURS and/or HOURS PER WEEK REQUIRED: The required hours are Monday through Thursday 5:30 PM – 8:00 PM but daytime hours are flexible depending on the student's class schedule. Additional day or evening hours may be requested based on departmental needs. The student needs to be a rising Sophomore or rising Junior.

PAY RATE: 7.50

SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):