



STUDENT JOB OPPORTUNITY

JOB TITLE: *Print Services Student Assistant*

DEPARTMENT: Print Services

CONTACT PERSON/EMAIL/PHONE #: Barb Shank, Manager, 717 361-1122, shankb@etown.edu

TO APPLY : In person at Print Services between 8 and 12 or 1 and 4:30 Monday thru Friday

STUDENT JOB DESCRIPTION: Assist Print Services Operator(s) with copying, printing and finishing.

QUALIFICATIONS:

- Ability to preserve confidentiality of information.
- Strong organizational skills and attention to detail.
- Ability to work within strict deadlines.
- Good interpersonal skills and desire to be a team player.
- Knowledge of Microsoft Office (Word, Excel, Access, Publisher)
- Knowledge of Adobe Suite
- Comfortable using PC and MAC computers

PHYSICAL DEMANDS

- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- 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: About 7.5 hours per week. Days and times must be during our business hours.

PAY RATE: 7.25 per hour

SPECIAL SKILLS NEEDED listed above

AA/EOE