JOB TITLE: Student Assistant
ORGANIZATION NAME: WSU - NIAR
NO OF OPENINGS: 1
WORK SCHEDULE: Arranged
HOURS PER WEEK: 20-30
WAGE/SALARY: $7.50

WE REQUEST ONLY FRESHMEN, SOPHOMORES, OR JUNIORS UNDERGRADUATES APPLY

JOB DESCRIPTION: PLEASE CAREFULLY READ “DUTIES WILL INCLUDÉ” AND “REQUIREMENTS”. THESE ARE VERY IMPORTANT FOR THIS POSITION.

Duties will include:
1. Perform Basic receptionist and clerical duties
2. Answering telephones
3. Typing
4. Filing - Alphabetizing and/or Alpha Numeric
5. Copying
6. Sort mail
7. Cross Campus errands
8. Organizing office supplies
9. Other assigned duties

Requirements:
1. MUST HAVE STRONG VERBAL AND WRITTEN ENGLISH SKILLS
2. Must have basic computer knowledge
3. Able to walk across campus several times per day
4. Hours per week will be:
   a. Domestic Student - 30 hours per week
   b. International Students - 20 hours per week
5. Must be able to work during regular semesters:
   a. Domestic Student - able to work at least 5-6 hrs. per day between 8:00 am - 5:00 pm during regular semester.
   b. International Students - 8:00 am - 12:00 pm or 1:00 pm - 5:00 pm
6. Must be able to work Monday to Friday
   a. This is a very important.
   b. If you cannot work during the above listed times and/or days of the week as required, not apply
7. Fall, Spring, or Summer Break; end of each semester: when classes are not in session, student will be able to work 30-40 hours per week.
   a. We need some who can work during these times.
   b. If you cannot work during this time, please do not apply.

QUALIFICATION:
Computer knowledge
Basic Office Procedures

GO TO NIAR’S WEBSITE www.niar.wichita.edu