

Job Title: Student Administrative Assistant

Employer: WesWell, Office of Health Education

Address: Davison Health Center, 327 High Street (1st floor)

Qualifications/Description: Student will assist in general office procedures including recordkeeping, filing, copying, and inventory/stocking of office supplies and educational materials. Perform other duties as assigned, such as running errands around campus and keeping work area clean and organized.

General office skills required, including computer expertise. Knowledge of Word and Excel required; Cascade a plus. Must possess positive work attitude, strong organizational skills, good customer service skills, and be dependable, responsible, able to follow directives well, and able to work independently.

All candidates are asked to fill out an application prior to being scheduled for an interview. When the position is available you will be able to find the application at www.wesleyan.edu/weswell/hiring/Student_Admin_Asst_Application.pdf.

Department Hours: 9:00 a.m. - 5:00 p.m.

Hours per Week: 8-10 hours

Hourly Rate: \$8.25 and up

Contact: Tanya Purdy

E-mail for Interview: tpurdy@wesleyan.edu

Phone Number: x2466

Supervisor: Director of Health Education