

Job Title: Student Administrative Assistant

Employer: WesWELL, Office of Health Education

Address: Davison Health Center, 327 High Street (2nd 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; FrontPage a plus. Must possess positive work attitude, strong organizational and customer service skills, and be dependable, responsible, able to follow directives well, and able to work independently.

All candidates are asked to complete an application at WesWELL prior to being scheduled for an interview. Applications are available on the WesWELL website, www.wesleyan.edu/weswell/hiring/student_positions.html , or can be picked up in person at the office.

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

Hours per Week: 4 - 8 hours

Start Date: Immediately

Hourly Rate: \$7.65 and up

Contact: Lisa Currie

E-mail for Interview: lcurrie@wesleyan.edu

Phone Number: x2466

Supervisor: Lisa Currie, Director of Health Education

Job Number: 83