

Job Title: Office Aide

Paragraph

This position assists the Assessment Department with office duties. This position is flexible within the work day. No nights or weekends required.

Reports To: Teresa Bogucki and Melissa Stahley-Cummings

Hours: Flexible 8:00am -5:00pm /5-19 hrs/wk

Pay: \$8.00

Semester: Fall 2018/Spring 2019

Job Summary and Responsibilities:

Hours flexible with student's class schedule

Duties:

Ability to maintain confidentiality and professionalism
Data collection and entry into Excel, Google Sheets and Docs
Pick up and deliver Campus Assessment and Testing Center Mail
Run on-campus errands
Help manage files and keeping office organized
Assist in set up for trainings and workshops
Other duties as assigned

Minimum Qualifications:

- Degree-seeking student, enrolled in at least 6 credit hours at CC or a partnership institution

Additional Minimum Qualifications:

Degree seeking student enrolled in at least 6 credit hours

How to Apply:

Call Teresa 307-268-2697 or stop by Liesinger Hall rm. 298 from 9-5pm.
Email cover letter and resume to: cummings@caspercollege.edu

Contact Person: Melissa Stahley-Cummings

Contact Phone: [\(307\) 268-2349](tel:(307)268-2349)

Contact Email: cummings@caspercollege.edu