Position Title: Office Assistant

Department: Center for Engaged Learning

Name of Supervisor: Andy Coe

Phone: 864.294.3110

Number of Student Workers Needed: 1
Hours /Per Week: 10 hours/week, starting Spring 2018
Pay Rate: $ 8.00

Please Provide A Brief Job Description Below:

1. Assist in processing student conference travel requests by reviewing documentation to ensure it is complete. Organizing and filing travel receipts and documentation.
2. Scan documents and files of Summer Fellowship program applications and forms and other paperwork.
3. Provide support for the Center for Engaged Learning Office as needed; including support of programs, Furman Engaged Day, and researching and compiling information for reports, and other projects as assigned.

If Any Special Qualifications Or Requirements Are Needed, Please Specify Below:
Requires ability to work independently, attention to detail, excellent communication and organization skills. Position will begin in Spring 2018 in order to be trained. Student will be expected to keep the job at least through the 2018-19 school year.