Position: Student Assistant, Rinker Center for Study Away and International Education

Salary: $8/hr.

Hours: 5 hours per week to be scheduled on a weekly basis, one hour each weekday, 11:30AM-12:30PM, Monday to Friday.

Job Description:

The student worker will assist the Rinker Center staff with study away support. He/she will perform clerical duties including answering the telephone, greeting students, sorting and filing paperwork, and other individual tasks as assigned. He/she may be trained to assist students with the online study away application system.

Qualifications:

Student must demonstrate ability to work independently and responsibly. He/she must have good communication skills and attention to detail. Student should show interest in global issues. Student must demonstrate ability to communicate well with diverse audiences.

This person will report to Cassie Klatka, the Administrative Coordinator for the Rinker Center of Study Away and International Education.

To apply, please send an email with your resume attached to cassie.klatka@furman.edu.