



**Student Employment
Fall 2011/Spring 2012**

**Student Office Assistant
DIVISION OF ARTS**

The Division of Arts is seeking a Federal Work Study (FWS) student to serve as a Student Office Assistant. Duties will include operating basic office equipment including proficiency in Microsoft Office, answering telephones, providing customer service, filing, typing and performing other duties as assigned by the Dean or Academic Program Associate.

Dependability, integrity, professionalism and effective communication skills are required.

For more information, contact Ellen Moore on 304-260-4380 ext. 2342 or in Room B-15 of the Dunn Building