



Work Center Student Worker

- Assist with clerical functions.
 - Working in the office, answering the phones, radio transmissions, and counter.
 - Assist with filing, data entry, mail distribution, spreadsheets and Mainsaver.
-
- Familiar with Word, Excel, Mainsaver.
 - Excellent customer service.
 - Motivated and highly organized.
 - Good attendance and communication are important.

After August 19, 2024

May 10, 2025

Flexible between 7:30am- 4:30p, M-F

Between 6-10 hours, based on department needs.

\$17.28 per hour

Yes

