



## Work Center Student Worker

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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

