OCCUPORTUNITY FOR
WORK-STUDY STUDENT
Office of the Vice President
Adult & Continuing Education
Room C-227

We are hard-working professionals in a complex and high profile office.

This position is a wonderful opportunity for someone who wants to learn on the job in a supportive environment and gain resume-enhancing experience.

Responsibilities:
Assist with day-to-day office duties, including light typing, filing, photocopying, faxing, and on-campus delivery. May be asked to answer phones and work on special projects as needed. Work flow varies.

Required Skills:
Computer skills must include MS Word; familiarity with MS Excel a plus. Good communication skills. Ability to work under pressure during busy times.

If you have a positive attitude, are punctual and reliable, and able to follow directions, this position will provide valuable work experience.

Work schedule:
10 to 20 hours per week, determined by student's availability (between 10am-5pm, Monday through Friday)

TO APPLY FOR THIS POSITION, PLEASE EMAIL YOUR RESUME TO: lmolero@lagcc.cuny.edu

NOTE: YOU MUST HAVE A FEDERAL WORK STUDY AWARD FOR THIS POSITION
For more information regarding the Federal Work Study program, please visit the LaGuardia website: http://web.laguardia.edu/sfs/workstudy.aspx