Graduate Student position for Fall 2010

The Graduate Business Programs office seeks a graduate student to work 20 hours a week starting the week of August 23rd. Applicants must be familiar with Microsoft Office Suite and have strong communication skills and a willingness to learn about the various university departments so as to assist our students and professors. The position requires basic office tasks such as filing, making copies, answering phone calls, handling student files and walking to various offices in campus from time to time. Must be able to work until 6:30 p.m. most evenings. A graduate student who could possibly stay on with the office for at least one or more semesters after the fall is preferred.

Applicants should e-mail a resume and brief note of introduction to the Assistant Dean for Graduate Business Programs, MarySheila McDonald at mcdonaldm@philau.edu.