



### Student -Position Vacancy

**Type:** Office Assistant

**Location:** Facilities Office

**Contact:** Mark Boyce – Office Administrator

**Hours Per Week:** 3-10

**Positions Available:** 1

#### **JOB DESCRIPTION:**

- General office duties such as filing, answering phones, photocopying and data entry.
- Greet, interact, and assist visitors/vendors.
- Assist shipping and receiving.

#### **QUALIFICATIONS**

- Attention to detail.
- Proficiency in Word, Excel, Access, Internet
- Must be personable.
- Communication and Customer skills: verbal and written.
- Self-motivated and ability to work independently.
- General office experience desired.
- Willingness to learn new skills and assist in projects.

**INTERVIEWS:** Availability must coincide with office needs. Only selected candidates will be contacted for interviews. Must be in good academic standing. If hired, a Confidentiality Statement will be required.

#### **TO APPLY:**

Applicants must email a resume to Mark Boyce @ [mboyce@paulsmiths.edu](mailto:mboyce@paulsmiths.edu)

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