



## STUDENT EMPLOYMENT OPPORTUNITY

<b>Job Title:</b>	MPIO Clerk
<b>Rate of Pay:</b>	\$7.35
<b>Begin Date:</b>	08/22/2011
<b>End Date:</b>	05/11/2012
<b>Work Site:</b>	Neal Campus Kingman Bldg 106, ext 1632
<b>Supervisor's Name:</b>	Charlotte Keller

### List specific duties performed on a regular basis.

1. Data entry.
2. Filing.
3. Assist in mailings.
4. Newspaper article clippings.
5. Photo repository management.

### List skills and qualifications needed.

1. Know Microsoft Office Suite.
2. Possess good telephone skills.
- 3.
- 4.
- 5.

### List things a supervisor would like a student employee to understand about working in this department.

This office is very busy and often subject to last minute deadlines. Because of this, flexibility and reliability is very important. We must be able to depend on the schedule that the work study and management define when the work study is hired.