STUDENT EMPLOYMENT
JOB OPENING

What: Clerical

Where: Facilities Services Office

When: As soon as a qualified candidate can be found.

Qualified candidate must be able to work year-round. This is a 20 hr./week position; Monday – Friday. May be up to 29 hrs./week during the summer.

Starting Pay Rate: $9.00/hr.

Duties: Data entry, including but not limited to, work orders, inventory issues, and motor pool reservations. General office duties include filing (including updating of existing files and building of new files), copying, laminating, answering phones, and customer service. A working knowledge of Microsoft Office (Excel, Word, and Access) and a good command of spelling and grammar is necessary.

You need to be detail-oriented and flexible. At times the position may be required to perform custodial, motor pool, and/or grounds work in the Facilities Services department.

Preference will be given to someone who will be at Western for at least two more years. Federal or State Work Study eligibility is necessary.

Applications may be picked up at the Facilities Services Office located in the Engineer’s House.