WORKFORCE DEVELOPMENT

Building: 356 East Road, Second Floor

Contact Person: Naheed Khan

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Job description

Federal Work Study students working in the Office of Workforce Development will assist with answering phones, taking messages, filing, copying, faxing, assisting with mass mailings, preparing distribution lists, delivering mail and running errands on campus. Completing project- initiated research, and other tasks as necessary.

Preferred Skills

Skills in Microsoft Word, Excel and Banner reporting is preferred. Knowledge of social media and web search is a plus.