

Form Name: Student Employment Job Description
Submission Time: March 23, 2021 10:35 am
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Location:

Job Title	Summer Student Employee
Department	Graduate & Professional Programs (GAPP)
Contact Person	Tonya Horvath
Title	Assistant Director
Email	thorvath@huntington.edu
Phone	(260) 359-4198
Federal Work Study Only	No
Number of Positions	1
Start Date	05/17/2021
End Date	08/27/2021
Specific Days / Times	Flexible Monday-Friday
Wage Rate	7.25
Describe the essential functions and duties:	Assist with clerical tasks within the office including file organization, creating reports, and work within Moodle. Must be able to complete tasks correctly and on time while working independently.
Required Qualifications	Excellent proof reader with attention to detail. Enjoys working on the computer and in an office setting.
Proficiency	Microsoft Word Microsoft Excel
Preferred Qualifications:	Proficient in Word.
Professional Competencies:	Ability to make decisions and solve problems. Ability to plan, organize and prioritize work. Ability to verbally communicate with persons inside and outside the organization. Ability to obtain and process information. Ability to create and/or edit written reports.
Appropriate Dress:	Business casual (khakis)
Student Contact Procedure	Submit Resume