

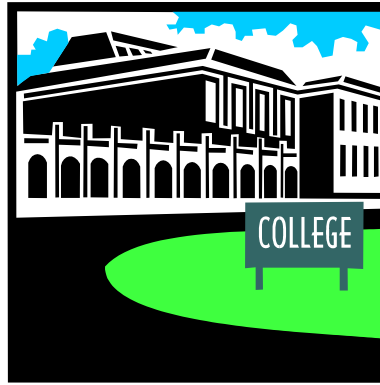
**OFFICE OF DEAN OF STUDENTS**

Building: CCB Room: 312

Contact Person: Robin Williams

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**Job description:** This position is in the office of the Dean of students. Responsibilities will include general office duties including faxing, mailings, filing, answering phones, errands and hanging posters and flyers. Professional dress attire required and computer skills.

**Computer Lab job description:** Monitoring computer room activities.