

WRITING CENTER

Building: BRADLEY HALL & LIBRARY (2 Locations)

Room: BRADLEY HALL- BALLROOM (First Floor)

Room: LIBRARY –Room 233 (Second Floor)

Contact Person: Debra Madden

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Job description:

Students working in the Writing Center will be setting appointments for students via a web based system; assisting signing students in and out of the Writing Center, performing general office duties and interoffice errands.

Preferred Skills:

Professional and pleasant phone manner, excellent communication skills, and a responsible and dependable individual.