

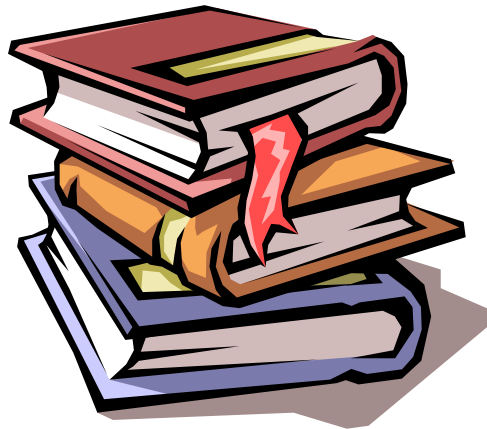
## **AFRICANA STUDIES**

Building: H Room: 124, First Floor

Contact person: Prof. Marcia McNair

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### **Job description:**

Answering phones, light typing, filing, departmental errands, photocopying, in addition to working on special projects such as the Multicultural Fair and the Annual Spring Theatre production are some of the duties of this position.

### **Preferred Skills:**

General office work skills in addition to a professional and pleasant phone manner.