

OFFICE OF INSTITUTIONAL EFFECTIVENESS
AND STRATEGIC PLANNING

Building: 349 MILLER AVE.

Contact Person: NADINE HYLTON

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Job description

Federal Work Study students work with the OIESP staff assisting with general office tasks. Duties may include tabling to recruit student participants for surveys, creating and posting flyers around campus, basic data cleaning and document filing.

Skills preferred

Customer Service experience would be helpful, courteous and professional phone manners and computer literate.