On-Campus Academic Student Assistant Needed:

Number of Positions Available: 1

Department: Academics

Work shift (Days and times): 20 hours per week

Anticipated Start Date: September 2012

Work Commitment: Needs to be reliable and willing to work class schedule around my schedule

Compensation: Standard $8.50/hour

Job Description/Key Responsibilities: Academic Student Assistant. Will complete confidential work projects, grade papers, and assist in the classroom.

Required Qualifications: Must have taken IT 101 and 102 (preferably IT 201). Must have a keyboarding speed of at least 50 cwpm. Must have excellent proofreading and critical thinking skills. Must be in at least their second semester at the College. Needs to be organized, friendly, efficient, and able to work independently without supervision.

Preferred Qualifications: Would like to hire ASAP, to train before summer, even though job does not start until fall.

How to Apply/Application Deadline: E-mail a resume and a cover letter to LHenrie@ldsbc.edu as soon as possible (no later than September 1, 2012).