

# **Work Study**

## **Student Assistant Needed**

### **Department of Professional & Continuing Education**

We are looking for motivated, dependable students who can work 15 – 19 hours per week. Work times are flexible to accommodate your class schedule. The starting pay rate is \$5.15 per hour.

In particular, we would like to find a student who has the skills to **monitor our web page and update/edit it as necessary.**

Additional responsibilities may include answering phones, taking and entering registrations into our computer database, filing, and assisting program coordinators and staff.

To qualify for the position you must:

1. Have a minimum of 12 semester hours on your schedule.
2. Have excellent verbal/written communication skills and good telephone etiquette.
3. Be detail oriented.
4. Have a working knowledge of Dreamweaver, Fireworks, Word and Excel. Familiarity with Microsoft Access is a plus.

To apply, call Jan Cartee **927-5322** or Bob DiBella at **927-5215** or by email at [conted@mail.armstrong.edu](mailto:conted@mail.armstrong.edu)