2020 Employment Opportunity

Position:
Graduate Student Assistant

Pay Rate:
$10.00 per hour

Hours:
10-20 hours per week

Duties:
- Office / Clerical work (i.e.-answering phones, filing documents, organizing student files.
- Type letters and generate labels for outgoing mail
- Scanning documents
- Light tutoring (math and english)
- Enter data in the computer related to participants
- Sort mailings
- Manage key and inventory logs
- Update intake forms
- Pick up items from Central Services
- Complete a monthly report of tasks for the Director
- Assist with Site Visit book
- Other tasks as assigned by Director and/or Office Coordinator

Qualifications:
- Must be currently enrolled at WSU
- 2.5 GPA MINIMUM
- Education, Social Work, Engineering, Mathematics, Science or related majors preferred but not required
- Strong foundation in college-level math and English
- Computer Literacy
- Ability to work with Veteran populations
- Prior tutoring experience (either paid or volunteer) preferred, but not required
- Strong communication skills

For additional information, contact Sheri Daniel, VUB Office Coordinator, at (316) 978-6742 or email sheri.daniel@wichita.edu.

The following should be submitted to NO LATER THAN 20 February 2020:
- VUB Student Assistant Application
- Current Resume
- WSU Transcript

Scan for the VUB Student Assistant application form: