

VETERANS **UPWARD** BOUND

@ WICHITA STATE UNIVERSITY

2020 Employment Opportunity

Position:

Graduate Student Assistant

Pay Rate:

\$10.00 per hour

Hours:

10-20 hours per week

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
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TO APPLY:

*The following should be submitted to
NO LATER THAN 20 February 2020:*

- VUB Student Assistant Application
- Current Resume
- WSU Transcript

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

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

Scan for the VUB
Student Assistant
application form:

