Department: Admissions

Department Head: Julie Smoragiewicz

Department Location Building name and Room No: O’Harra Rm 200

Department Telephone No: 605-394-2414

Number of Positions to be filled: 5

Average number of hours per week each student would be expected to work: 3-10

Specific qualifications or experience (i.e. Computer Science majors):

Public speaking skills, Professional in appearance, and professional demeanor, computer skills, working with diverse populations.

Specific duties:

Data entry, telecounseling, campus tours, filing, typing, phone skills, mailings, general office work, greeting potential student & families, work special events (JPD, Visit Mines) and other duties as assigned.