Department: Alumni Association

Department Head: Tim Vottero, Directory

Department Location Building name and Room No: Surbeck Center Alumni

Department Telephone No: 605-394-2347

Number of Positions to be filled: 1

Average number of hours per week each student would be expected to work: 10-25

Specific qualifications or experience (i.e. Computer Science majors):
Computer Skills desirable. (Excel and Word)

Specific duties:
Data Entry, mail preparation, answering phones, filing, campus errands.