SOUTH DAKOTA SCHOOL OF MINES TECHNOLOGY

FEDERAL WORK-STUDY
JOB DESCRIPTION

Academic Year 2009-2010

Department: Dean of Students

Department Head: Pat Mahon

Department Location Building name and Room No: Surbeck

Department Telephone No: 605-394-2416

Number of Positions to be filled: 3

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

Specific qualifications or experience (i.e. Computer Science majors):
Website development and maintenance, general office duties.

Specific duties:
Creation of brochures, postcards, website maintenance, general office duties such as answering phones, front desk duties, filing, copying, greeting students and public, calendaring.