Department: Educational Programs & Professional Conferences; Youth Programs

Department Head: Nancy Anderson-Smith

Department Location Building name and Room No: McLaury 202

Department Telephone No: 605-394-2693

Number of Positions to be filled: 15

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

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

Students will assist with general office work and special programs and projects. No special skills or qualifications are necessary.

Specific duties:

Students will help send bulk mailings, including taping brochures, and labeling. Students will stuff folders and notebooks for conferences. Students may assist with preparation and execution of kids science programs. Locating information on the Internet, filing, copying, printing, data entry, etc. are all part of the job.