SOUTH DAKOTA SCHOOL OF MINES TECHNOLOGY

FEDERAL WORK-STUDY
JOB DESCRIPTION

Academic Year 2009-2010

Department: SDSM&T Foundation

Department Head: Rod Pappel, President

Department Location Building name and Room No: O'Harra, Room 102

Department Telephone No: 605-394-2436

Number of Positions to be filled: 1

Average number of hours per week each student would be expected to work: 8-10

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

Strong computer skills including Microsoft Office. Ability to coordinate multiple projects. General office experience helpful, but not necessary.

Specific duties:

Duties include answering telephone, helping customers, data entry, completing forms, filing, and support of individuals and projects in the office as needed.