Department:  Industrial Engineering

Department Head:  Dr. Stuart Kellogg

Department Location Building name and Room No:  Civil Mechanical Bldg RM 320

Department Telephone No:  605-394-1271

Number of Positions to be filled:  2-3

Average number of hours per week each student would be expected to work:  5-8

Specific qualifications or experience (i.e. Computer Science majors):
A preference on students that are currently IE students or are interested in pursuing a degree in IE. All work study students must have a good attitude, be dependable and want to be in a fun environment.

Specific duties:
This student is an assistant to the office staff/Professors of the IE Department. Duties will include: general office related work, faxing, digital sending, copying, restocking of supplies, data entry, office errands, etc. Also will be involved in continuous updating of student information and other tasks as assigned by office staff and professors. Students hired will participate in many activities along side of staff and professors throughout the school year.