SOUTH DAKOTA SCHOOL OF MINES TECHNOLOGY

FEDERAL WORK-STUDY
JOB DESCRIPTION

Academic Year 2009-2010

Department: Ivanhoe International Center

Department Head: Suzi Aadland

Department Location Building name and Room No: Surbeck Center Lower Level

Department Telephone No: 605-394-6884

Number of Positions to be filled: 1

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

Specific qualifications or experience (i.e. Computer Science majors):
Knowledge of general office, basic computer skills.

Specific duties:
Data entry, answering the telephone, filing, general office work, web page updates and development, other electronic and web-based projects; duties as assigned.