Department: Social Sciences

Department Head: Roger Dendinger

Department Location Building name and Room No: CB 311

Department Telephone No: 605-394-2481

Number of Positions to be filled: 1

Average number of hours per week each student would be expected to work: 10-15

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

Student should have computer knowledge and experience, be detail oriented, responsible, and dependable. Must have initiative to complete tasks with minimum supervision and accuracy. Confidentiality is a must.

Specific duties:

Using computer, copying and collating departmental material, running errands, and other duties as assigned.