Department:  University and Public Relations

Department Head:  Julie Smoragiewicz

Department Location Building name and Room No:  O'Harra 208

Department Telephone No:  605-394-2554

Number of Positions to be filled:  1

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

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

Specific duties:

General office duties - data entry, scanning, organizing, etc.  Other duties as interest and skill set allow; such as web design and content, photography, etc.