Department: Women in Science and Engineering (WISE), Academic Affairs

Department Head: Royia Decker

Department Location Building name and Room No: CB 318

Department Telephone No: 605-394-1968

Number of Positions to be filled: 1-2

Average number of hours per week each student would be expected to work: 5-10

Specific qualifications or experience (i.e. Computer Science majors):
Must have good organizational skills, be outgoing yet professional, ability to use office equipment.

Specific duties:
General office duties including but not limited to answering the phone, email correspondence, greeting visitors, data entry, and filing.