

JOB BULLETIN: 09/02/2009

ORGANIZATION NAME: Lamar University Dept Of Graduate Studies & Research

Job ID: 5550 **Job Title:** Work Study/Student Assistant

Job Location: Room 118, Wimberly Bldg

Employment Date(s): immediately **to** open

Work Schedule: flexible hours depending on class schedule

of Openings: 2

Salary: minimum wage

Hours Per Week: 20

Position Type: On Campus Student Employee, Part-time, Student Assistant, Work Study

JOB DESCRIPTION

Data entry/process graduate domestic applications, customer service - on the phone and in person. Answer questions and assist in the graduate admissions process for both domestic graduate & post baccalaureate students and international students. Attention to detail and good work habits required.

QUALIFICATIONS

Undergraduate students must have at least a 2.0 GPA. Typing skills and good communication skills.

REQUIREMENTS

Major(s): All Majors

Citizenship: No

Classification:

APPLICATION INSTRUCTIONS

please submit resume online

APPLICATION DEADLINE: 12/15/2009