

JOB BULLETIN: 10/28/2009

ORGANIZATION NAME: Lamar University - Services for Students with Disabilities

Job ID: 5657

Job Title: Work Study

Job Location: Lamar University Bmt - Communication Bldg

Employment Date(s): 08-24-2009 to 12-18-2009

Work Schedule: varies

of Openings: 1

Salary: \$8.00

Hours Per Week: 10-20

Position Type: Work Study

JOB DESCRIPTION

Working on website design/maintenance. Additional tasks to include: filing, data entry, answering phones, giving out general information, and assisting department's Administrative Associate Sr. in updating and maintaining the department's web page

QUALIFICATIONS

*Web page development and maintenance

*Use of office machines

*General office procedure

REQUIREMENTS

Major(s):

Citizenship: No

Classification:

APPLICATION INSTRUCTIONS

Submit application and resume to Career and Testing Center

APPLICATION DEADLINE: 12/27/2009