Fayetteville State University
Federal Work Study Program
2024-2025 Available Positions
Athletics (Trainers)

- **Contact**: Kelsey Tripp/Cameron Barfield
  - **Email**: ktripp1@uncfsu.edu; cbarfield1@uncfsu.edu
  - **Phone**: 910-672-1357
- **Job Description**: The Athletic Training Student Worker will assist FSU Athletic Trainers during the Football and potentially Basketball seasons of competition. Duties include but are not limited to the following:
  - Maintenance of the hydration stations (i.e., Filling coolers and water bottles with ice and water, and cleaning of the equipment after use)
  - Basic wound care
  - Assistance with emergency response
  - Basic taping techniques
  - Assisting with rehabilitation exercises.
- **Job Requirements**: Filing; MS Office experience; Knowledgeable in Microsoft Word and Excel, and Prior knowledge of first aid, taping, or emergency response is suggested but not required.
  - **Relevant Majors**: Sports Management/ Exercise Science/Athletic Training Minor
  - **Position Type**: In-Person
  - **Number of Positions**: 6

Athletics (Football)

- **Contact**: Kevin Magourik
  - **Email**: kmagouirk@uncfsu.edu
  - **Phone**: 973-670-6221
- **Job Description**: Filling coolers, filing paperwork, sanitizing work environment, taping, and bracing etc.
  - **Job Requirements**: A willingness to learn, accountability, effective interpersonal skills.
  - **Relevant Majors**: Sports Management/ Exercise Science, Any
  - **Position Type**: In-Person
  - **Number of Positions**: 6

Athletics (Administration/Cheerleading)

- **Contact**: Dr. LaWanda Miller
  - **Email**: lmiller@uncfsu.edu
  - **Phone**: 910-672-1420
- **Job Description**: The Cheer Manager and Creative Content Specialist help conceptualize and execute digital strategies, records and edits videos, cuts and edits music, and performs basic design work for social media platforms; Assists with mascots for home and away games, inventory, and other special projects as assigned.
  - **Job Requirements**: Must possess working knowledge of and passion for social media, music streaming, digital art; Creative self-starter; Ability to follow instructions; Mature; Punctual; Dependable; Accountable; Professional; Effective interpersonal skills.
Bronco One Stop

- **Contact**: Sasha Francis
  - **Email**: sfrancis1@uncfsu.edu
  - **Phone**: 910-672-2200

- **Job Description**: We are offering an exciting work study opportunity for an outgoing and enthusiastic student to join our team as a One Stop Ambassador/social media & Marketing Coordinator. In this multifaceted role, you will have the chance to enhance your customer service skills while also gaining valuable experience in social media management and marketing. As a Work Study One Stop Ambassador, you will provide essential support to our One Stop service area, assisting students, faculty, and staff with inquiries and promoting our university's resources and services. Additionally, as a social media & Marketing Coordinator, you will play a vital role in managing our social media presence and engaging with our university community online and in person.

- **Job Requirements**: Demonstrates exceptional customer service skills, with excellent communication abilities and a sociable, friendly demeanor.
  - Resourceful and able to follow directions accurately to efficiently carry out tasks.
  - Familiarity with various social media platforms, such as Facebook, Instagram, Twitter, and LinkedIn.
  - Possesses a creative mindset and an eye for design and content creation.
  - Ability to work both independently and collaboratively within a team environment.
  - Exhibits enthusiasm for promoting university resources and services.
  - Strong social media background and knowledge of marketing principles.

- **Relevant Majors**: All are welcome.
- **Position Type**: In-Person
- **Number of Positions**: 2
Stop and Advising Center and act as technology assistants and navigation guides when needed. This may include escorting them to various locations within the building or nearby campus buildings. Ambassadors may also be involved in the setup, cleanup, and participation at Student Success events. Furthermore, Ambassadors will have the opportunity to assist with social content creation, enhancing our community engagement online.

- **Job Requirements:** Candidates must exhibit exceptional customer service and communication skills. We are looking for individuals who are sociable, enthusiastic, friendly, resourceful, and capable of following directions meticulously.

- **Relevant Majors:** All are welcome.

- **Position Type:** In-Person

- **Number of Positions:** 4

**Bronco One Stop-Advising**

- **Contact:** Christopher Foster  
  o **Email:** cfoster14@uncfsu.edu  
  o **Phone:** 910-672-1175

- **Job Description:** Create advertising campaigns targeting the demographic and targeted audience including creating content, video, and images for use on social media to promote advising services and to increase student engagement and awareness of resources available on campus and in the community in a way that is consistent with the institution’s brand and social media strategy. Other duties as assigned.

- **Job Requirements:** Upperclassmen

- **Position Type:** In-Person

- **Number of Positions:** 2

**Chemistry, Physics & Material Science**

- **Contact:** Joseph Kabbes  
  o **Email:** jkabbes@uncfsu.edu  
  o **Phone:** 910-672-1926

- **Job Description:** Prototyping Lab Assistant: this position will assist with operations and build-out of the FSU Makerspace and Prototyping Lab, build a variety of technology based educational tools, and learn to use technology-based manufacturing tools such as #D printers, laser cutters and CNC machines. This offers a very hands-on based learning experience and the chance to develop innovative solutions. Training is provided.

- **Job Requirements:** A strong desire to learn and innovate in a technical environment is essential. While individuals in STEM fields are desired, there is considerable hands-on design and development requiring a creative mind. Tasks include, but are not limited to, designing, and building exhibits for the Exploratorium, developing STEM related education hardware, software, and
lesson plans, upgrading the FSU observatory, and assisting with STEM outreach programs in the community.

- **Relevant Majors:** Computer Science, any STEM related field
- **Position Type:** In-Person
- **Number of Positions:** 4

Chesnutt Library

- **Contact:** Natasha Walker  
  - **Email:** Nwalker@uncfsu.edu  
  - **Phone:** 910-672-1751
- **Job Description:**
  - Circulation Dept: Assist with circulation desk, stacks maintenance and collection management operations.
  - Reference Dept: Assist with reference stacks maintenance, shelving, filing, and shelf reading. Light computer and printer troubleshooting. Assist with the physical appearance of the reference and computer areas by cleaning and maintaining equipment and straightening area. Answer general and directional questions and refer reference questions to the librarians.
  - Archives: Gather and re-shelve any books, materials, boxes, or containers that are out of place; Collect the materials onto carts and sort and arrange them. Record the number and type of materials shelved on the daily statistics form at the Archives Desk.
  - Media Center: Checking out Media Materials, Marking the statistics sheet after assisting patrons or patrons visiting Media Center; Retrieving videos from Circulation Department Straightening the shelves; making sure media materials are in order according to LC Classification; Assisting patrons in the search of media materials; Assisting with the setup of equipment, when needed.
  - Cataloging Center: Assist with weeding materials, scanning, and set up of incoming materials, tagging and data input.
  - Acquisitions Dept: Assist with order intake and weeding materials, database functionality.
- **Position Type:** In-Person
- **Number of Positions:** 45-50

Department of Biological and Forensic Sciences

- **Contact:** Dr. Danielle Graham/Carletta Graves  
  - **Email:** degraham@uncfsu.edu  
  - **Phone:** 910-672-1055
- **Job Description:** Assist with office administrative duties; Receiving and filing office equipment and supplies; Copying and printing; Running errands; Assisting with set up, hosting, and breakdown Department Events, Managing Department Social Media Accounts.
• **Job Requirements:** Friendly, Punctual, Self-Starter, Communicative, Basic/Advanced Skills in Microsoft Office, Canva, and Adobe Creative Cloud.
• **Relevant Majors:** Biology or Forensic Science
• **Position Type:** Hybrid (both in-person and remote)
• **Number of Positions:** 2

### Department of Biological and Forensic Sciences

• **Contact:** Dr. Danielle Graham  
  o **Email:** degraham@uncfsu.edu  
  o **Phone:** 910-672-1055
• **Job Description:** The student will be responsible for assisting laboratory managers in preparing teaching labs for the Department of Biological and Forensic Sciences or working one-on-one with a faculty member on a research project.
• **Job Requirements:** Dependable, organized, and willing to learn.
• **Relevant Majors:** Biology or Forensic Science
• **Position Type:** In-Person
• **Number of Positions:** 6

### Early Childhood Learning Center

• **Contact:** Brenda Mathis  
  o **Email:** bmathis1@uncfsu.edu  
  o **Phone:** 910-672-1281
• **Job Description:** We serve children ages five months to five years of age in a childcare setting. Work study students assist by interacting with the children, helping the teacher with tasks, etc.
• **Job Requirements:** A TB test is required prior to the student beginning work.
• **Relevant Majors:** Early Childhood Education or Birth to Kindergarten
• **Position Type:** In-Person
• **Number of Positions:** 4

### Esports Program

• **Contact:** Joshua Murray  
  o **Email:** jmurray9@uncfsu.edu  
  o **Phone:** 910-672-1902
• **Job Description:** The Esports Lab Assistant will aid in the daily management of the Esports Lab. Duties will include monitoring the lab, checking students in, answering students’ questions, managing inventory, and assisting with lab events. Training will be provided.
• **Job Requirements:** The Esports Lab Assistant should have an interest in video games and be comfortable using computers, video game consoles, and TVs.
• **Position Type:** In-Person
• **Number of Positions:** 4
Facilities Management - Administrative Worker Facilities Management

- **Contact:** Anthony Peabody
  - Email: apeabody@uncfsu.edu
  - Phone: 910-672-1882
- **Job Description:** The Student Administrative Worker's primary mission is to assist the full-time facilities Staff in performing routine administrative work. The student staff is an important part of the day-to-day operations and the summer transition process. A major area of responsibility emphasized is customer service. Please refer to the position description below for detailed information.
  - Perform routine clerical and administrative work.
  - Including filing and photocopying, Writing emails, memos and letters, and data entry etc.
  - Perform planned clerical routines which include providing clerical support with routine walk throughs.
- **Job Requirements:** Typical Evidence of Required Knowledge and Skills:
  - Ability to accurately perform tasks.
  - Ability to work well with both individuals and groups.
  - Ability to communicate effectively with staff, supervisors, and students.
  - Ability to work safely.
  - Ability to lift, push and pull up to 50 pounds.
- **Position Type:** Hybrid (both in-person and remote)
- **Number of Positions:** 3

Facilities Management - Housekeeping Services Worker

- **Contact:** Anthony Peabody
  - Email: apeabody@uncfsu.edu
  - Phone: 910-672-1882
- **Job Description:** Facilities Management at FSU will employ a staff of students as housekeeping workers during the academic year and summer. The Student Housekeeping Worker's primary mission is to assist the full-time Housekeeping Staff in performing routine cleaning and sanitation work. The student staff is an important part of the day-to-day operations and the summer transition process. A major area of responsibility emphasized is customer service.
  - Perform routine cleaning and sanitation work in residence halls, apartments, and academic & Administrative buildings including sweeping, mopping, vacuuming, fogging, refilling soap, paper & toilet tissue dispensers, etc.
  - Perform regularly planned and preventative maintenance routines which include scheduled walk throughs.
  - Assist Housekeeping Technicians with various cleaning and sanitation projects.
• Communicate the status of jobs that are assigned daily as to the completeness of the task.
• Present professional appearance and attitude always and maintain a high level of customer service.
• Other duties as assigned by Housekeeping Technician/Lead or Supervisor
• Safely use required tools and machines to complete job tasks

- **Job Requirements:** Typical Evidence of Required Knowledge and Skills:
  - Ability to accurately perform tasks.
  - Ability to work well with both individuals and groups.
  - Ability to communicate effectively with staff, supervisors, and students.
  - Ability to work safely.
  - Ability to lift, push and pull up to 50 pounds.

- **Position Type:** In-Person
- **Number of Positions:** 10

**Facilities Management** - Maintenance Worker

- **Contact:** Anthony Peabody
  - **Email:** apeabody@uncfsu.edu
  - **Phone:** 910-672-1882
- **Job Description:** Maintenance Worker. Facilities Management at FSU will employ a staff of students as maintenance workers during the academic year and summer. The Student Maintenance Worker's primary mission is to assist the full-time Maintenance Staff in performing routine maintenance work.
  - Perform routine maintenance work in residence halls, apartments, and academic & Administrative buildings.
  - Including lifting/moving furniture, replacing ceiling lights & Ceiling tiles, painting, drywall repair, etc.
  - Perform regularly planned and preventative maintenance routines which include scheduled walk throughs.
  - Assist Maintenance Technicians with various remodeling and repair projects.
  - Communicate the status of jobs that are assigned daily as to the completeness of the task.
  - Present professional appearance and attitude always and maintain a high level of customer service.
  - Other duties as assigned by Maintenance Technician/Lead or Supervisor
  - Safely use required tools and machines to complete job tasks
- **Job Requirements:** Typical Evidence of Required Knowledge and Skills:
  - Ability to accurately perform tasks.
  - Ability to work well with both individuals and groups.
  - Ability to communicate effectively with staff, supervisors, and students.
  - Ability to work safely.
  - Ability to lift, push and pull up to 50 pounds.
- **Position Type:** In-Person
- **Number of Positions:** 5
Mathematics and Computer Science

- **Contact:** Radoslav Nickolov  
  - **Email:** rnickolov@uncfsu.edu  
  - **Phone:** 910-672-2053
- **Job Description:** Tutor for Computer Science courses. The tutor will be available at the Upswing platform or at location in Science and Technology Building to provide tutoring assistance to computer science, mathematics, and other STEM majors taking 100 and/or 200 level Computer Science courses. The tutor will meet with students on a one-to-one, small group, or drop-in format to give learning assistance, will provide the department chair a weekly schedule of when he/she is available for work, and will inform the department chair at least 24 hours in advance if they are not able to keep the schedule or need to change it. The tutor will be responsible for maintaining contact with instructors to obtain course syllabi and materials and to discuss specific problems or assignments given to students in their respective CSC courses.
- **Relevant Majors:** Computer Science, Mathematics
- **Position Type:** Hybrid (both in-person and remote)
- **Number of Positions:** 2

McNair Scholars Program, Math & Computer Science

- **Contact:** Kimilla Floyd  
  - **Email:** kfloyd1@uncfsu.edu  
  - **Phone:** 910-672-2043
- **Job Description:** Perform office administrative tasks such as typing, shredding documents, and scanning documents. Receive and direct students, faculty, and staff. Assist with tabling events to increase the awareness of the McNair Scholars Program. Run errands. Assist with social media management. Perform other duties as assigned.
- **Job Requirements:** Knowledgeable in Microsoft Word, Excel, PowerPoint, and Publisher. Knowledgeable in social media platforms
- **Position Type:** In-Person
- **Number of Positions:** 1

Office of International Education

- **Contact:** Deborah Vasquez  
  - **Email:** dvasque1@uncfsu.edu  
  - **Phone:** 910-672-1957
- **Job Description:** Admin duties. Clerical duties. Handle incoming student’s needs. Handle Front Office
- **Job Requirements:** Proficient in Microsoft Office, Word, Excel, PowerPoint. Must be professional.
- **Relevant Majors:** Business Admin or Public Admin Majors
- **Position Type:** In-Person
- **Number of Positions:** 1

**Office of Scholarship & Financial Aid**

- **Contact:** Vincent Harris Jr.
  - **Email:** vharrisjr@uncfsu.edu
  - **Phone:** 910-672-3139
- **Job Description:** To assist the Office of Scholarships & Financial Aid with weekly duties and responsibilities; other duties as assigned.
- **Job Requirements:** Must be eager to work in a fast-paced environment; Great customer service skills; Ability to communicate well and utilize various platforms (i.e., Microsoft Outlook, Excel, PowerPoint, Word, Canva, etc.).

- **Position Type:** In-Person
- **Number of Positions:** 5

**Office of the Registrar**

- **Contact:** Sonya Knight
  - **Email:** sknight6@uncfsu.edu
  - **Phone:** 910-672-2118
- **Job Description:**
  - **General statement of job function:** the Registrar’s Office Work Study assists with the maintenance of student records, performs general administrative tasks, provides support with student registration and customer service to students, faculty and staff as needed.
  - **ESSENTIAL FUNCTIONS:**
    - Receives, sorts, and forwards’ incoming mail.
    - Scan documents
    - Clerical duties as assigned
    - Assist with commencement (duties assigned by registrar and assistant registrar)
    - Other duties as assigned by registrar and assistant registrar
- **Job Requirements:**
  - **Training/skills:**
    - Must be punctual, dependable, be able to handle confidential student information without incident. Must have a pleasant attitude, good customer service skills, good computer skills. Knowledgeable in Word, Excel, Outlook, and web proficiency. Work harmoniously with staff, faculty, and the public.
  - **Typical physical demands and working conditions:**
    - Office environment that requires working at a computer, typing, sitting, and standing, for long periods of time. Frequent bending, stooping, and stretching. Requires use of office equipment such as computers, printers, telephones, copiers, fax machines, and scanners.
- **Position Type:** In-Person
- **Number of Positions:** 3

**Performing and Fine Arts/Theatre**

- **Contact:** Jeremy Fiebig  
  - **Email:** jfiebig@uncfsu.edu  
  - **Phone:** 910-672-2574
- **Job Description:** The Marketing and Media Studio Assistant at Fayetteville State University Theatre plays a role in supporting the marketing and media initiative of the department and program. This position offers an exciting opportunity to contribute to the promotion and success of theatrical productions and related events. The student will work closely with faculty and students to enhance the visibility and engagement of the Theatre department.
- **Job Requirements:** Responsibilities include content creation, social media management, graphic design, photography/videography, website maintenance, event promotion, and administrative support. This position provides valuable hands-on experience in marketing, media production, and audience engagement, allowing the assistant to gain practical skills while working collaboratively within a diverse team.
- **Relevant Majors:** Theatre, Communications or Marketing

**Performing and Fine Arts/Area of Visual Arts**

- **Contact:** Professor Soni Martin  
  - **Email:** smartin@uncfsu.edu  
  - **Phone:** 910-672-1057
- **Job Description:** The Visual Arts Department has two areas which offer positions: Rosenthal Gallery Assistant and Assistant in the Printmaking Studio. Working in Rosenthal Gallery is an opportunity to learn the business of gallery exhibitions; printmaking assistant maintains the studio and assists the instructor as needed. The student will work closely with faculty to enhance the visibility and maintenance of the area of visual art.
- **Job Requirements:**  
  - No previous experience required, the students in both jobs will have hands-on experience in gallery work and studio maintenance while working with faculty.
- **Relevant Majors:** Visual Arts Major(s)

- **Position Type:** In-Person
- **Number of Positions:** 3
Psychology

- **Contact:** David Wallace  
  - **Email:** dwallace@uncfsu.edu  
  - **Phone:** 910-672-1419  
- **Job Description:** Student will provide clerical support to the department of psychology.  
- **Job Requirements:** Perform duties as assigned by the Administrative Support staff and faculty.  
- **Position Type:** In-Person  
- **Number of Positions:** 5

School of Nursing

- **Contact:** Jennifer Edwards  
  - **Email:** jjohnson4@uncfsu.edu  
  - **Phone:** 910-672-2228  
- **Job Description:** Assist with answering phones, filing, directing students to services, and giving students information about nursing programs.  
- **Position Type:** In-Person  
- **Number of Positions:** 2

School of Social Work

- **Contact:** Dr. Dennis Corbin  
  - **Email:** dcorbin3@uncfsu.edu  
    - **Phone:** 910-672-1737  
- **Job Description:** Involves light typing answering telephones and routing calls to the appropriate place, assisting faculty and staff whenever needed and other things as needed.  
- **Job Requirements:** Ability to multi-task, light typing, good communication skills, self-motivated/starter  
- **Relevant Majors:** Social work or others  
- **Position Type:** In-Person  
- **Number of Positions:** 2-3

Sponsored Research and Programs

- **Contact:** Shenetta Dudley  
  - **Email:** sdudley@uncfsu.edu  
    - **Phone:** 910-672-1570  
- **Job Description:** Provide administrative support for the Office of Sponsored Research and Programs. Organize and maintain storage room and files and shredding documents. All other duties as requested.  
- **Job Requirements:** Student must be able to utilize Microsoft Word, Excel, PowerPoint, and Outlook.
• **Position Type:** In-Person  
• **Number of Positions:** 1

**Student Accounts**

• **Contact:** Nichelle Stevens/ Kristen Aube  
  - **Email:** nstevens@uncfsu.edu  
  - **Phone:** 910-672-1118 or 910-672-1035  

• **Job Description:**  
  - Perform clerical jobs.  
  - Enter data.  
  - File important documents accordingly.  
  - Cover the reception or front desk.  
  - Update records in the department database.  
  - Copy, file, sort and compile various information details.  
  - Shred documents  
  - Maintain the work area in a clean and organized manner.  
  - Adhere to the code of confidentiality.  
  - Check and verify their work and maintain accuracy especially in jobs related to data entry.

• **Job Requirements:**  
  - Students must be on time and must have good communication skills and interact with others in a friendly manner. Student must be accountable to the work he/she is entrusted with.

• **Position Type:** In-Person  
• **Number of Positions:** 3

**Student Success Learning Center**

• **Contact:** Erika Bradford  
  - **Email:** ebradfor@uncfsu.edu  
  - **Phone:** 910-672-2455  

• **Job Description:** Office Assistant- Students are responsible for acting as a receptionist receiving and directing guests, students, faculty/staff that visit the Helen T Chick Building. Students are also responsible for other office tasks required to support the daily operations of the Learning Center.

• **Job Requirements:** Exceptional customer service; strong communication skills; organizational skills

• **Position Type:** In-Person  
• **Number of Positions:** 2

• **Job Description:** Tutor- Qualified students will be selected to provide tutor support in the Math Center or Writing Center for 100 level courses.

• **Job Requirements:** Knowledgeable of subject; strong communication skills; active listening skills; positivity; patience

• **Position Type:** In-Person  
• **Number of Positions:** 4
TRIO SSS-STEM

- **Contact:** Dr. Shawnta Cummings  
  - **Email:** smcummings@uncfsu.edu  
- **Phone:** 910-672-2625  
- **Job Description:** Tutors are responsible for providing one-on-one and/or small group academic assistance in the subject areas that they are approved to tutor, keeping accurate records of tutoring activities, creating lesson plans for students as needed, administering pre/post-tests to participants, reviewing academic progress of participants, completing monthly tutor reports, and attending mandatory monthly meetings and workshops.  
- **Job Requirements:** Demonstrates exceptional customer service skills, with excellent communication abilities and a sociable, friendly demeanor. Resourceful and able to follow directions accurately to efficiently carry out tasks. Needs to have familiarity with various social media platforms, such as Facebook, Instagram, Twitter, and LinkedIn. Possesses a creative mindset and an eye for design and content creation. Ability to work both independently and collaboratively within a team environment. Exhibits enthusiasm for promoting university resources and services. Strong social media background and knowledge of marketing principles.  
- **Relevant Majors:** All majors are welcome.  
- **Position Type:** Hybrid (both in-person and remote)  
- **Number of Positions:** 2

TRIO Student Support

- **Contact:** Danielle Womack  
- **Email:** dwomack@uncfsu.edu  
- **Phone:** 910-672-1868  
- **Job Description:** To Assist students in achieving academic success. Creating and making student appointments, forming new student files, and filing documents. Use copy machines and make copies of flyers and other documents. Maintain all current events on social media and assist in effective communication with TRIO SSS participants. Assist with TRIO department events. Attend and contribute to weekly check-in meetings. Assisting in the progress of UNIV101.05 and course advancement.  
- **Job Requirements:** Working collaboratively with others to accomplish goals. Initiate interaction with participants and have sensitivity when working with a diverse group of participants. Understand and follow oral and written instructions in English; have strong oral and written communication skills. Represent the TRIO SSS as an ambassador and point of contact. Maintain a 3.0 GPA.  
- **Relevant Majors:** All majors are welcome.  
- **Position Type:** In-Person  
- **Number of Positions:** 2 Positions Available: 1 - TRIO SSS Assistant 2 - English Tutor Work Study
University Advancement

- **Contact:** Michelle Hocker
  - Email: mhocker@uncfsu.edu
  - Phone: 910-672-1311
- **Job Description:** We are looking for students with different types of skills to provide administrative support to various areas of University Advancement (Advancement Services, Alumni Affairs, etc.). Tasks can include filing, answering phones, preparing documents, data entry, assisting with social media and writing assignments, assisting with events, and other tasks as assigned. Technical experience is a plus.
- **Job Requirements:** Professional demeanor, positive attitude, comprehension with ease, confidential, responsible, dependable, accountable, and adaptable to change.
- **Position Type:** In-Person
- **Number of Positions:** 2

Vice Chancellor for Business and Finance

- **Contact:** Anita Shamberger
  - Email: acheath1@uncfsu.edu
  - Phone: 910-672-1150
- **Job Description:** Answer phones, filing, sorting mail, scanning documents, greeting visitors, setting up events. Provide support with administrative duties.
- **Job Requirements:** Ability to clearly convey information to staff, faculty, and students in written form. Ability to apply knowledge to analyze data and utilize office equipment and other relevant technology (software and systems) to meet organizational needs.
- **Position Type:** In-Person
- **Number of Positions:** 2