BASE PAY:
$13.50/hr.

DAYS & TIMES NEEDED:
Monday through Friday
Between 8:00 a.m. to 5:00 p.m. (flexible)

REQUIREMENTS FOR THE POSITION
• Must be a Current SJSU student
• Must be a Work Study Student
• Able to work 10-20 hrs. a week
• Able to lift up to 20 lbs.
• 2.8 GPA Required.
• Organized, detail-oriented & positive attitude
• History majors/Third year students preferred, but not exclusively.

This posting is for a single position. This position is open until filled. Interviews will be set up once resumes have been reviewed and candidates are selected.

The deadline to apply is Aug 13th, 2018.

For additional information, email the History Department Coordinator, Treina Bills, at treina.bills@sjsu.edu.

SUMMARY OF DUTIES:
• Filing, scanning, copying
• Data Entry
• Greeting and assisting students, faculty, staff, and other office visitors
• Taking/Checking phone messages
• Assist with large department events
• Taking inventory and restocking office supplies

**Depending on student performance and availability, the position may become long term**