

**Shepherd University
Department**

Job Title:

Division:

Department:

Job Summary:

Job Description:

- Answer Phones
- Make Copies as requested
- Filing as needed

Qualifications:

- **Knowledge of:**
- **Skills in:**
Microsoft Word, Microsoft Excel,
- **Ability to:**
Be customer service friendly
Independently resolve problems with customers

Payment Specifications

Work Payment: Regular or FWS

Annual Stipend: 0

Stipend per Month: 0

Stipends per year: 0

Works Hours and Specifications

Hours Per week: 2-3 hours

Work Time frames: Mon- Friday several shifts available

Supervision:

Immediate supervisor and alternate, please specify who the immediate supervisor is.