

STUDENT WORKER POSITION AVAILABLE: BIOLOGICAL SCIENCES DEPARTMENT

Spring 2017

Job Description:

The main duties of this position include but are not limited to:

- Making copies
- Running mail to post office and other departments on campus
- Logging incoming and outgoing mail as it is received
- Keeping copy room neat and supplies stocked
- Other requests as necessary from administrative staff

**FOR MORE
INFORMATION
CONTACT**

**CARLA BUIE
AT**

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**INTERESTED APPLICANTS MUST
HAVE THE FOLLOWING
AVAILABILITY:**

**M T W F AFTERNOONS
THURSDAYS ARE FLEXIBLE**