**Date:** 6/30/2017

**Position:** Enrollment Services Student Worker

**Location:** Enrollment Services, Administration Building

**Duties:** Process student, faculty, and staff ID cards; clerical duties such as copying, scanning, etc. Answer phone when necessary; Run errands on campus. Interface with Furman students, faculty, and staff.

**Hours:** At least 10.5 hours per week; schedule will be determined once hired

**Pay:** $7.25/hour

**Contact:** Dianna Hiltabidel, dianna.hiltabidel@furman.edu

**Phone:** Ext. 2032

**Qualifications:** Extreme attention to minute details of his/her tasks; Able to multi-task without getting flustered; adaptable to an office environment that is, at time, very busy and, at other times, more relaxed; must possess the utmost standards of confidentiality, respect, excellence in work; must present a helpful and friendly attitude, even in stressful situations; able to handle correction when necessary; punctual and dependable; communicate often when not able to work agreed upon schedule. Possibility to continue job during the fall term based on performance.