Montclair State University, Center of Pedagogy

Title: Office Assistant

Location: UN1160

Job Type: Federal Work Study

Start Date: 2/22/2016   Hours per week: 15

Job Description:

The Center of Pedagogy student assistant is responsible for general office duties such as: filing, distributing mail, answering the phone, making copies, and running errands on campus. They will report to the director and become familiar with the projects and programs that define the Center. The student will also provide support to the Teacher Ed Admissions & Retention staff members.

Qualifications:

In good academic standing. Good computer skills, mature & patient.

Application Instructions:

Please forward all inquiries and resumes to Jan Johnson via email at johnsonjan@mail.montclair.edu.