College of Science and Mathematics

Title: Student Assistant

Location: Center for Environment and Life Sciences, 206

Job Type: Student Assistant

Days Needed: Monday - Thursday

Job Description: Student Assistant will assist in daily operations and functions within the College of Science and Math Dean’s Office. Duties include, but are not limited to, copying, filing, and organization of office files. Preparation and stocking of informational materials which promote the programs and development within the College of Science and Math. Assist with the preparation of any events and meetings for the Dean’s office. Maintaining a clean and organized work environment as well as keeping supplies stocked and ready for office use. Student assistant is also responsible to complete and assist in any other projects or requests for the functions of the Dean’s Office.

Primary Responsibilities:

- Basic copying
- Producing booklet and brochure style materials through printers and copiers
- Filing
- Phone, scan and fax use
- Campus errands
- Mail sorting
- Organization of office files for various department and personnel files
- Preparation and stocking of informational materials which promote the programs and development within the College of Science and Mathematics
- Preparation for any events and meetings of the Dean’s Office
- Maintaining a clean and organized work environment
- Keeping supplies stocked and ready for office use
- Generate research as requested relating to the College of Science and Mathematics
- Complete and assist in any other projects or requests for the function of the Dean’s Office.

Qualifications:

- Experience in office environment work

Application Instructions:

Email resume and 1 letter of recommendation to petersonra@mail.montclair.edu - Raquel S. Peterson.