**Position:** Administrative Support for Faculty Senate

**Hours:** Roughly 5 hours per scheduled meeting (https://www.montclair.edu/provost/administrative-calendar/schedule-of-meetings)

**Salary:** $15 per hour

**Responsibilities:** The Administrative Support person will record notes of the (approximately monthly) University Senate meetings, and then assist the Recording Secretary in drafting the minutes of the meetings. S/he will also assist the officers of the Senate in preparing and distributing documents in preparation for Senate meetings.

Applicants should send all materials to Laura Field (fieldl@montclair.edu), Corresponding Secretary of the Senate. Application materials should include a resume and letter of interest that acknowledges that the applicant has done ‘due diligence’ in determining the schedule of the Senate and is available to work accordingly, and that describes any relevant experience.