

Attention:

Statistics Undergraduate Students with Work-Study funds

We are seeking (2) Office Assistants for the **Department of Statistics** for 2017-2018.

Job Description:

Help with administrative duties for the department including, but not limited to: filing, organizing, shredding, errands for faculty and staff, deliver mail/documents to faculty, staff, and the College Office, assist with weekly program preparation and setup, assist with other department events, data entry, typing, and copying.

Pay rate and hours:

\$8/hour for approximately 5 hours per week during each semester

Please apply for Job 0000000601

(The listing goes live on August 8)

To start August 16th or shortly thereafter

Questions? Ask Melissa Puryear: mrpuryear@ncsu.edu/515-0610

