

Career Development Opportunity Request

Site Supervisor: Brenna Sadowski

Email: Brenna.sadowski@bhsu.edu

Phone: 605-642-6092

Address: 1200 University St Spearfish South Dakota, 57799

Are you a BHSU Alumni?: Yes

If yes, what year did you graduate?:

Opportunity Details

Business, Company, Organization Name: Registrar's Office

Company Description:

Opportunity Title: Work Study in the Registrar's Office

The opportunity will take place in?: Summer 2019 semester

Start Date: 5/6/2019

End Date: 8/23/2019

Weekly Hours:

Hourly Wage:

What does the opportunity provide?:

Experience in an office setting. People and phone skills for future job placement.

What are the characteristics of a qualified candidate?:

Friendly outgoing people who can multi task.

What skills are needed to be successful?:

Computer skills, filing, attention to detail, punctual

Application Process:

Contact Brenna Sadowski in the Registrar's Office - 605-642-6092, Brenna.sadowski@bhsu.edu

Application Deadline:

Opportunity Offering: Work Study (On Campus Job Opportunity)

Work Study Options: Federal Work Study