

## Career Development Opportunity

**Site Supervisor:** Kirllys Alexander

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**Phone:** (605) 722-1073

**Address:** 544 N Main St Spearfish South Dakota, 57783

**Are you a BHSU Alumni?:** No

**If yes, what year did you graduate?:**

### Opportunity Details

**Business, Company, Organization Name:** Redstone Properties

**Company Description:** Real Estate Agents, Real Estate Buyer Brokers.

**Opportunity Offering:** Part-time/Seasonal Job

**Work Study Options:**

**Opportunity Title:** Summer Part-Time Job Offer

**The opportunity will take place in?:** Spearfish, SD

**Start Date:** 6/14/2019

**End Date:** 8/9/2019

**Weekly Hours:** 18

**Hourly Wage:** \$15.00/Hr

**What does the opportunity provide?:**

Looking to earn extra spending money while studying? We are looking for a responsible student for the position of a Personal Assistant. Hours of operation are flexible hours – will work around your class schedule. Communication, phone, and computer skills a must. Helpful if good with people. Rate is \$15/hour. If interested, email resume, availability, and position you're applying for.

**What are the characteristics of a qualified candidate?:**

No formal academic qualifications are required for this job posting. Previous experience of administration or personal assistant work is an added advantage.

**What skills are needed to be successful?:**

Problem-solving skills.

**Application Process:**

Interested applicants should email resume: [kirlysalexander@gmail.com](mailto:kirlysalexander@gmail.com)

**Application Deadline:** 8/3/2019