Career Development Opportunity

Site Supervisor: Kirlys Alexander  
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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

Application Deadline: 8/3/2019