Career Development Opportunity

Site Supervisor: Emily Hoffmann
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Address: 1200 University Street Unit 9004 Spearfish South Dakota, 57799
Are you a BHSU Alumni?:
If yes, what year did you graduate?:

Opportunity Details
Business, Company, Organization Name: College of Education and Behavioral Sciences
Company Description:
Opportunity Offering: Work Study
Work Study Options:
Opportunity Title: Office Assistant
The opportunity will take place in?: School of Education
Start Date: 9/16/2019
End Date: 12/18/2019
Weekly Hours: 10-20
Hourly Wage: $10
What does the opportunity provide?:
Assist with clerical duties including filing, shredding, organizing, helping faculty with miscellaneous job duties.
What are the characteristics of a qualified candidate?:
Professionalism, organized, maintains confidentiality, honest, and trustworthy.
What skills are needed to be successful?:
Organizational skills, customer service, professionalism
Application Process:
Email cover letter and resume to emily.hoffmann@bhsu.edu
Application Deadline: 9/10/2019