Department: Government and International Affairs  
Location: AD 369  
Supervisor: Dr. Lydia Andrade  
Supervisor Phone: 829-3877  
Supervisor E-mail: Andrade@uiwtx.edu

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Departmental Work-Study</th>
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<tbody>
<tr>
<td>Estimated Hourly Pay Rate:</td>
<td>$7.25 per hour</td>
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<tr>
<td>Hours per week:</td>
<td>10 hours</td>
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**General Job Description/Qualifications:**

- Help out with departmental events – including some weekends and evenings
- General clerical work: filing, making posters/signs, copying etc
- Data entry
- Run errands around campus
- Basic research assistance

**Specific Skills Required:**

- This person must be a full time student at UIW.
- This position requires an individual to be reliable and dependable.
- Knowledge of Word, Powerpoint, Excell.
- This position requires an individual to be detailed oriented with good written and verbal communication skills.
- This position requires someone who is able to work independently while keeping their supervisor informed about their progress.
- This person is expected to be a role model for other students in the department.