

**2008-09 Work-Study Job Description Form
University of the Incarnate Word**

<p>Department: School of Pharmacy Location: Feik School of Pharmacy Supervisor: Diana V. Salazar Supervisor Phone: 883-1030 Supervisor E-mail: salazar@uiwtx.edu</p>

<p>Job Title: Office Assistant</p>

<p>General Job Description/Qualifications:</p>

<p>This position requires an individual who is professional, dependable, punctual and willing to perform office duties.</p>

<p>The candidate who accepts this position must dress professionally and be available to work the hours 12 – 2:30 pm or 2:30 – 5 pm Monday thru Friday.</p>

<p>Specific Skills Required:</p>

<p>*Customer Service Orient</p>

<p>*Telephone Skills</p>

<p>*Computer skills</p>

<p>*Must have working knowledge of MS Office.</p>

<p>*General office skills</p>

<p>* Must be a full-time student at the University of the Incarnate Word.</p>

<p>*Preferred Business majors or education majors</p>
