



## University of the Incarnate Word

<b>Department :</b> University Collaborative Programs
<b>Location:</b> Kathleen Watson Enrollment Center
<b>Supervisor:</b> Stella Mallard
<b>Phone:</b> 829-2708
<b>Email:</b> mallard@uiwtx.edu

<b>Job Title:</b> Student Worker
----------------------------------

<b>Description/Qualifications:</b> 1) Assist with filing 2) Answer phones 3) Make copies and fax documents
---

<b>Specific skills:</b> Basic office procedures / basic computer skills / proper phone etiquette
--

<b>Office Hours:</b> 8 am – 5 pm
<b>Days Available:</b> Monday - Friday
<b>Weekend work?</b> NO
<b>Evening Work?</b> NO