

University of the Incarnate Word

Department : University Advising Center
Location: Administration Building Rm. 105
Supervisor: Rita Rodriguez
Phone: 829-3926
Email: ritar@universe.uiwtx.edu

Job Title: Student Assistant

Description/Qualifications: 1) Phone etiquette 2) Filing documents 3) Typing and computer work – Microsoft office & Excel

Specific skills: proper phone etiquette/ good communication skills / knowledgeable of Microsoft Word and Excel

Office Hours: : 8 am – 6 pm Monday – Thursday & 8am -5 pm Fridays
Days Available: Monday – Friday
Weekend work? NO
Evening Work? NO