



University of the Incarnate Word

Department : Pastoral Institute
Location: Administration Building 256
Supervisor: Sr. Eilish Ryan
Phone: 829-3871
Email: eryl@universe.uiwtx.edu

Job Title: Clerical Assistant

Description/Qualifications: 1) Retrieve and process mail 2) Answer telephone 3) Maintain Filing 4) File and database updating 5) Xerox materials
--

Specific skills: basic computer knowledge of Microsoft Word and Excel / proper phone etiquette

Office Hours: flexible
Days Available: Monday - Friday
Weekend work? NO
Evening Work? NO