



University of the Incarnate Word

Department: Virtual University
Location: Watson Enrollment Center, 2 nd Floor Rm. 220
Supervisor: Dr. Cindi Porter
Phone: 829-2709
Email: porter@uiwtx.edu

Job Title: Student Work Study

Description/Qualifications: <ol style="list-style-type: none">1) Must possess good telephone communication skills2) Must be able to operate a PC and other office equipment3) Must be able to type at least 25 wpm4) Must be able to file in alphabetical and chronological order5) Will be responsible for answering phones, data entry, filing retrieving mail and other duties as assigned6) Must have strong but friendly personality7) Must dress neatly and appropriately (no cut-offs, short skirts or shorts, tank tops or flip flops)
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Office Hours: 8:00am – 5:00pm
Days Available: Monday - Friday
Weekend work? none
Evening Work? none