Student Receptionist & Office Assistant
Part-time position open – Fall 2012
Wage: $8.00 hourly

DESCRIPTION
The University of Maryland MRSEC [http://mrsec.umd.edu] seeks an organized, responsible, and dedicated individual to assist in the administration of the MRSEC Administrative Office.

QUALIFICATIONS
- Excellent communication skills
- Friendly and outgoing
- Good computer skills/experience with Microsoft applications
- Good organizational skills
- Ability to multitask and prioritize tasks
- Ability to work independently and as a part of a team

DUTIES
- Greet and assist all visitors and callers
- Become familiar with Center procedures in order to assist visitors with questions
- Perform office tasks
- Schedule meetings
- Receive and sort mail and packages
- Assist with basic accounting as needed
- Maintain the cleanliness of the MRSEC office, conference room, and classroom
- Assist MRSEC staff with projects as needed

OPPORTUNITIES FOR DEVELOPMENT
As a student becomes more familiar with the needs and workings of the Center, his or her job description may be adjusted to accommodate his/her interests and expertise. The Center is a fast-paced environment that requires a broad range of expertise.

EMAIL COVER LETTER AND RESUME TO
Julie Callis, Program Management Specialist
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