NIAR CAREER OPPORTUNITIES

FRONT DESK STUDENT ASSISTANT

NIAR is looking for a Student Assistant to oversee our front desk. Student Employee needed between 7:45am-5pm Monday - Friday 20-30 hours a week depending on enrolled hours 30-40 hours/week during the summer and semester breaks

Responsibilities
• Front Desk Reception: answering phones, attending to walk-in traffic, directing visitors, answering general questions, providing customer service.
• Office Support: filing, copying, mail distribution, on campus errands, and other projects as needed by staff

Qualifications:
• Required: customer service skills, communication skills, ability to deal with difficult situations
• Preferred: Previous office support experience; computer experience in a PC/Windows environment - Microsoft Office (Word, Excel, outlook).

Pay Rate: $8.50

Allowed Majors: All

Allowed School Years: Freshman, Sophomore, Junior

Apply
• Please apply through Handshake - Job #1457551

About Wichita State University

Learn. Work. Live. Play. Envision a place where creativity, innovation and entrepreneurship are valued – where a living/learning ecosystem has been custom-made to nurture your success. It’s a place where risk-taking and collaboration are not only accepted, but encouraged, and lessons extend beyond walls and campus boundaries to influence change on the grandest scale. Envision a place where tomorrow is being created today. If you have the passion, the creativity and the audacity to dream the biggest of dreams, your wait is over: The time is now and the place is Wichita State.