

## **Summer Position Available**

### **Indiana State Egg Board**

**Position:** Student Office Assistant

**Hours:** 20/week

**Schedule:** work hours scheduled by student's availability, between the hours of 8 a.m. – 4 p.m., weekdays.

**Minimum hourly pay:** \$8.50

**Description:** The Indiana State Egg Board is responsible for regulating the sale and commerce of shell eggs in Indiana. As a part of this authority, we license all retailers and wholesalers of shell eggs in the state and conduct routine inspections of those facilities. This position will be responsible for assisting with the licensing process, as well as, maintenance of an extensive database of regulated entities and associated inspection data.

**Duties:**

- Assist with licensing, includes receiving and processing applications, printing and mailing licenses
- Data entry of license and/or inspection information
- General clerical and secretarial duties
- Additional duties as required (dependent on individuals skills)

**Knowledge, Skills and Abilities:**

(Required)

- Basic computer skills: word processing, spreadsheet and database
- Data entry
- Ability to work in a professional environment, including telephone dialogue with clients

*Work-Study eligible preferred but not required.*

**Work station:** CRTN

**Starting Date:** As soon as possible or June 1, 2019

Applications accepted until May 24, 2019

**If you are interested, submit a one page resume via email to: [straw@purdue.edu](mailto:straw@purdue.edu).**

**If you have any questions, contact the Indiana State Egg Board at 494-8510.**