Employment Opportunity: OAP Student Assistant Spring 2018

The Office of Academic Programs is accepting résumés for part-time student assistants starting Spring Semester 2018.

Our student assistants are responsible for covering the front desk to answer phones and assist visitors. They assist staff with various projects and assignments as well as general office maintenance.

Daily tasks include mail handling, cleaning, and maintaining the student commons area and conference rooms, with other duties and projects as requested. This position may require occasional heavy lifting. Knowledge of MS Excel and Word preferred.

Interested students should email a copy of their résumé to Suzanne Kennedy at kened66@purdue.edu by the 5:00 pm on October 31, 2017.