<div align="center">

Department: Goleman Tutoring Center

Location: First Floor of Library

Contact Name: Jerry Sam

Job Specifics

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Job Title: Front Desk

Hourly Rate: $15.50

Number of students requested: 2

Period of employment: Fall 2023/Spring 2024 (ends 6/30/24)

The position will be: In person

Hours: 8am-8pm (any time) maximum 20 hours per week

Days: Monday-Friday

Date employment to begin: Start in Fall semester

To apply: Apply in person

Job description: General help in front desk / setup appointments for student / boking group study room.

Minimum qualifications: Basic computer skill

Additional comments: