

Job Title	Office Assistant
Job Description	Greet students/public, answering phones and other general assistance in the Department of Residence
Employment Period	Fall, Spring, Summer
Wage	\$7.25/hour
Hiring Process	All positions have been filled
Contact Person	Jean Wiesley at (319) 273-2333
Date of Notification	April - for fall semester
Web Application	No
Notes	<ul style="list-style-type: none">• It is necessary that the person in this position have good public relations skills; good customer service abilities, good computer skills, typing and proofreading skills.• Organization and flexibility will also be expectations.

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