

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: May 4, 2010 Department: Student Support Services Program
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: Open Until Filled Date position to be filled: Open Until Filled

Position Title: Student Office Worker

Salary (annual): _____ or Salary Range: \$3,600 to \$3,600

Please check all categories that apply to this position:

Status

Part-time

% of time

Faculty Position

Temporary
 Tenure
 Tenure Track (Probationary)
 Grant
 Contract

Unclassified Position

Administrative
 Temporary
 Permanent
 Grant
 Contract

Classified Position

Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Linda Frederick Telephone No: (504)286-5106

Contact Email Address: Lfrederick@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description :

The Student Office Worker must have at least a cumulative GPA of 2.5 in Business or related field of study and be able to relate well to students. The Student Office Worker must be committed to the program's objectives, which relate to retention, graduation, and good academic performance.

Minimal qualifications :

Must have experience in good office practices relating to customer services and confidentiality. Student must also perform other related duties, as assigned by the Project Director.

Remarks:

Please submit a letter of interest, your resume', and one letter of reference from a SUNO faculty member in the area of Business to the address listed below.

Apply To: Linda D. Frederick, Director
Student Support Services Program,
Southern University at New Orleans,
6801 Press Drive, Building 20 A
New Orleans, Louisiana 70126

AN EQUAL OPPORTUNITY EMPLOYER