

University of Arkansas at Monticello
Social Work Department Office Worker
FALL 2021

Duties and Responsibilities:

1. Perform basic reception duties including greeting visitors and customers
2. Answer multi line telephone, direct calls, and take messages
3. Operate a copy machine, printer, fax, scanner, computer, and other office equipment
4. Sort and distribute mail, email, and other correspondence
5. Perform miscellaneous duties as directed

Qualifications:

1. Ability to complete tasks with minimal supervision
2. Ability to work with and understand details
3. Ability to operate a computer and phone
4. Customer service and communication skills (verbal and written)
5. Ability to work well and communicate clearly with others, in person, in writing, and on the telephone

Compensation:

Student Workers will be paid twice a month, electronically by direct deposit to a financial institution. The payroll dates will be 5 working days after the 15th of the month, and 5 working days after the last day of the month. Student workers are paid minimum wage.

Application Process:

Complete online application at the UAM Student Worker home page by clicking the Student Application Link

Review of applicant data will begin immediately and continue until the position is filled. UAM is an Affirmative Action/ Equal Opportunity Employer and is subject to FOI Requests.