

STUDENT JOB AVAILABLE FORM

DEPARTMENT: Multicultural Center

Location: Jenness House

Telephone: 3359

Contact: Marcela Villada Peacock

E-mail: mpeacock@williams.edu

TITLE OF JOB: Office Assistant

Purpose of the job:

To provide clerical support to the Administrative Assistant and MCC staff.

Duties and responsibilities:

File documentation and assist with the MCC Programs.

Job qualifications:

Good organizational skills.

Pay level:

C

Are students allowed to study during or after the completion of primary task(s)?

Yes