

Student Employment:

Counseling, Health and Servant-Leadership:

Counseling, Health and Servant Leadership will have two positions open for the 2008-09 academic school year. Employment will commence September 8 and will be for 10 hours during the school week. Evening hours are available.

Greeting and reception phone skills utilized. Students with strong Microsoft office skills are desirable including excel. Outlook calendar appointment and task making is used. Students need to be personable and business like with confidentiality required. Some data entry and organization of health files and forms required.

Creation of emails, flyers, posters is part of the position as well as helping post and set up for HDW programs.

If you are interested, please check out the position at the MSOE student employment page of the website for the 2008-09 academic year.

Thank you!