

NOW HIRING!

The Department of Accounting

is looking for 3 Federal Work Study Student Assistants

Duties include assisting department support staff and faculty on various projects, as well as:

- Internet Research
- Answering office phones
- Filing/Typing
- Data Entry
- Distributing daily mail
- Other duties as assigned

Qualifications:

- Some experience with personal computers, Windows XP, Word and Excel is required.
- Typing skills are a plus.
- Must be available to work 15-20 hours per week, between 8 a.m. and 5 p.m., Monday to Friday (will work with your schedule).
- Must be able to answer phones and greet office visitors courteously.
- Training will be available.
- **Must be receiving Federal Work Study funds for the academic year 05-06. A copy of your FWS award letter will be requested.**
- Starting rate is \$7.11 per hour.

Interested FWS Students may email their resume to the attention of V.J. at vkuan-roberts@fullerton.edu.

Call (714) 278-2225 for more information.