

<b>Job Title</b>	<b>Office Assistant</b>
<b>Job Description</b>	Greet students/public, answering phones and other general assistance in the Department of Residence
<b>Employment Period</b>	Fall, Spring, Summer
<b>Wage</b>	\$7.25/hour
<b>Hiring Process</b>	All positions have been filled.
<b>Contact Person</b>	Jean Wiesley at (319) 273-2333
<b>Date of Notification</b>	April - for fall semester
<b>Web Application</b>	No
<b>Notes</b>	<ul style="list-style-type: none"><li>• It is necessary that the person in this position have good public relations skills; good customer service abilities, good computer skills, typing and proofreading skills.</li><li>• Organization and flexibility will also be expectations.</li></ul>

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