

HELP WANTED - PART TIME NON BENEFITTED - Wyoming Technology Transfer Center is seeking a student office aide. This will be a non-benefited position to work 20-30 hours a week, Monday thru Friday, and it includes summer employment.

Work will be located in EN2094...

Strong desire to hire a CEAS student with the ability to work daily based on class schedule. Work in an office environment answering the phones, working with computers and various office equipment.

We are looking for someone with excellent verbal, written and interpersonal communication skills to provide technical support for the Center's office personnel. Experience using Micro Soft programs, Access, Excel, Word, and work experience with Publisher, Web Design, Adobe Acrobat and other software programs. Duties will be maintaining and helping design web pages, working with the Access database, pulling reports and researching new techniques.

Required materials for application are a cover letter, resume and contact information from three work-related references.

Email all materials to wyt2c@uwo.edu or drop off in room 2094 of the Engineering Bldg.

Please call 766-6743 if you have questions.