



# Job Opportunities

Provided below are all Work-Study jobs offered by college offices and departments who are hiring for the academic year. To be considered for one of these jobs, you will need to complete the [Federal Work Study Interest Form](#) for an eligibility determination to participate in the program.

## Current Rate of Pay:

On Campus Positions: \$12.00/ hour

Off Campus: \$15.00/hour

\*Pay rates are subject to change each year depending on availability of funds.

## Got Questions???

Email: [fws@waketech.edu](mailto:fws@waketech.edu)

## Resources:

[Work-Study Web Page](#)

[Campus Locations](#)

[Career Services](#) - Get Assistance with your resume, cover letter, interviewing skill building and more.

## Search By Category

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## Laboratory Assistants - Sciences, Information Technology, and Interior Design

Position: Chemistry Lab Assistant

Department: Math & Science

Campus/Location: Northern Wake Campus

Position: Lab Assistant

Department: Math & Science

Campus/ Location: Southern Wake Campus

Position: Lab Assistant

Department: Math & Science

Campus/ Location: RTP Campus

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## Student Services & Support

Position: [Office Assistant](#)

Department: The Care Center

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Position: Office Assistant

Department: The Care Center

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Department: Tutoring and Learning Center (TLC)

Campus/ Location: South Campus

Position: [Student Office Assistant](#)

Department: Academic Advising

Campus/ Location: Northern Wake Campus

Position: Office Assistant

Department: The Care Center

Campus/ Location: Perry Health Science Campus

Position: Office Assistant

Department: The Care Center

Campus/ Location: Wake Tech East Campus

More Student Service & Support



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## Student Services & Support

Position: Office Assistant

Department: Nurse Aid Program

Campus/ Location: Scott Northern Wake Campus

Position: Events Assistant

Department: Events Department

Campus/ Location: Scott Northern Wake Campus

More Student Service & Support



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## Marketing & Communications Support

Position: Social Media Assistant  
Department: Communications & Marketing  
Campus/Location: Southern Wake Campus

Position: Student Photographer  
Department: Communications & Marketing  
Campus/ Location: Southern Wake Campus

Position: Branding Assistant  
Department: Communications & Marketing  
Campus/ Location: Southern Wake Campus

Position: Branding Assistant/ Junior Graphic Designer  
Department: Communications & Marketing  
Campus/ Location: Southern Wake Campus

Position: Social Media & Marketing Manager  
Department: Find Your Path at Wake Tech  
Campus/ Location: Boys & Girls Club - Wake County

Position: Student Engagement, Marketing & Communications Assistant  
Department: Student Money Management  
Campus/Location: Northern Wake Campus/ Hybrid

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## Off Campus - Community Service Based Positions

Position: Before/ After Care Staff

Department: Off Campus - Community Service

Campus/ Location: Dynamic Opportunities, Raleigh, NC

Position: Education Programs Assistant

Department: Off Campus - Community Service

Campus/ Location: Boys & Girls Clubs, Wake County, NC

Position: Content Marketing Partner

Department: Off Campus - Community Service

Campus/ Location: Raleigh Film and Art Festival (Hybrid)

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## Athletics

Position: Athletics Operations Assistant

Department: Athletics

Campus/Location: Northern & Southern Wake Campuses

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**Job Title:** Chemistry Lab Assistant

**Department:** Math & Science

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Sahel Shahroudi/ Email: sshahroudi@waketech.edu

**Work Schedule:** TBD based on student schedule

**Job Description:**

Lab Assistants will work with the lab staff in a hands-on environment, learning science lab skills and assisting with the preparation and cleanup of student lab exercises.

**Qualifications:**

Students would be organized. Ability to work with limited supervision. Must be flexible and quickly able to learn and retain information. Must be punctual, on time, and have good communication. Student who has taken Chemistry 151 or higher is preferred.

**Physical Requirements:**

Ability to work actively for hours at a time. Ability to lift at least 25 lbs.

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**Job Title:** Lab Assistant

**Department:** Math & Science

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Elham Karimimehr/ Email: [ekarimimehr@waketech.edu](mailto:ekarimimehr@waketech.edu)

**Work Schedule:** TBD based on student schedule

**Job Description:**

Lab Assistants will work with the lab staff in a hands-on environment, learning science lab skills and assisting with the preparation and cleanup of student lab exercises.

**Qualifications:**

Students would be organized. Ability to work with limited supervision. Must be flexible and quickly able to learn and retain information. Must be punctual, on time, and have good communication. Student who has taken Chemistry 151 or higher is preferred.

**Physical Requirements:**

Ability to work actively for hours at a time. Ability to lift at least 25 lbs.

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**Job Title:** Office Assistant

**Department:** Admissions & Outreach International Student Office

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Princess Solomon/ Email: pmsolomon@waketech.edu

**Work Schedule:** TBD based on student schedule

**Job Description:**

The Office Assistant will assist the International Student and Admissions & Outreach Office with operational procedures to help streamline the office. Answer and screen phone calls, print and manage materials for office packets, Issue Acceptance and Embassy letters and other duties as assigned.

**Qualifications:**

Great customer service skills; Great verbal and written skills; Knowledgeable with MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams, etc.); Clerical Skills; Punctual; Able to handle confidential information; Ability to Multitask.

**Physical Requirements:**

N/A

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**Job Title:** Information Assistant

**Department:** Admissions & Outreach

**Campus/ Location:** RTP Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Princess Solomon/ Email: pmsolomon@waketech.edu

**Work Schedule:** TBD based on student schedule

**Job Description:**

The Admissions Information Assistant will provide stellar customer service by being the first point of contact at the student services front desk, as well as provide clerical assistance for the office and special events.

**Qualifications:**

Must have a pleasant attitude. Stellar customer service skills are required. Knowledgeable in Microsoft Word and Excel. Must be flexible and quickly able to learn and retain information. Must be punctual and able to handle confidential student information without incident. Ability to work with limited supervision. Business casual dress code is required.

**Physical Requirements:**

Able to stand, bend, crouch; lift and carry up to 25 lbs.

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**Job Title:** Office Assistant

**Department:** Military & Veterans Services

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Melissa Bendure/ Email: mrbendure@waketech.edu

**Work Schedule:** TBD based on student schedule

**Job Description:**

Serves as an assistant to the Veteran Services Education Specialists and Manager. Will assist with the maintenance of department forms, files, and correspondence.

**Qualifications:**

Must have customer service and general office skills. Must be able to multitask, be punctual, dependable, and outgoing.

Must be proficient in Microsoft Word, Excel and Outlook. Must work harmoniously with staff, faculty and general public.

Must provide current contact information to supervisor. Accurately maintain time record.

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant I

**Department:** Financial Aid

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Antoinette Lebby/ Email: adlebby@waketech.edu

**Work Schedule:** TBD based on student schedule

**Job Description:**

The Office Assistant-Front Desk Attendant will provide stellar customer service by being the first point of contact at the front desk and/or welcome desk. The attendant will also provide clerical assistance for the office and special events upon request.

**Qualifications:**

Must have a pleasant attitude and the ability to work with a diverse population. Stellar customer service skills are required.  
Knowledgeable in Microsoft Word and Excel. Must be flexible and quickly able to learn and retain information.  
Must be punctual and able to handle confidential student information without incident. Ability to work with limited supervision.  
Business casual dress code is required.

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant I

**Department:** Financial Aid

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Evangeline Atkinson/ Email: elatkinson@waketech.edu

**Work Schedule:** TBD based on student schedule

**Job Description:**

The Office Assistant will provide stellar customer service by being the first point of contact at the Financial Aid Express Desk, answering telephone calls, responding to financial aid email inquiries, assisting students completing the Free Application for Federal Student Aid (FAFSA) and other general office duties. The attendant will also provide clerical assistance for the office and special events upon request.

**Qualifications:**

Must have a pleasant attitude and the ability to work with a diverse population. Stellar customer service skills are required. Knowledgeable in Microsoft Word and Excel. Must be flexible and quickly able to learn and retain information. Must be punctual and able to handle confidential student information without incident. Ability to work with limited supervision. Business casual dress code is required.

**Physical Requirements:**

Must be able to lift 15 lbs. and sit or stand for 2 or more hours.

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**Job Title:** Receptionist/ Office Assistant

**Department:** College and Career Readiness, Advising and Student Success

**Campus/ Location:** Beltline Education Center

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Erik Russ/ Email: emrusse@waketech.edu

**Work Schedule:** Monday – Thursday, noon – 5pm, (we are flexible based on student schedule)

**Job Description:**

The Advising and Student Success Team operates out of the Advising Center at the Beltline Education Center, assisting College and Career Readiness students connect with resources, communicate with instructors, register for classes, sign up for enrollment sessions.

**Qualifications:**

Excellent customer service on the phone, in email, and in person. Comfort with Microsoft Outlook, Excel, and Teams. Ability to work in a team environment. Punctuality.

**Physical Requirements:**

N/A

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**Job Title:** Clerical Assistant

**Department:** Tutoring and Learning Center

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Elizabeth Williams/ Email: ewilliams1@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

Clerical tasks to include but not limited to: Assist Center Coordinators, office staff and ILC Director with tasks that include: Filing and organizing records, typing projects in Word, Excel, and PowerPoint, answering telephones, responding to inquiries, new student folder preparation, photo-copying, laminating, collating material, pick-up and delivery of interoffice mail.

**Qualifications:**

Must be dependable and dress appropriately for an office setting. Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival.

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant

**Department:** Tutoring and Learning Center

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Carrie Garrett/ Email: clgarrett@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

Clerical tasks to include, but not limited to, greeting students & visitors, answering phones, assisting with proper student sign-in/sign-out procedures, and other general office tasks such as copying, filing.

**Qualifications:**

Primary Skills Required: Must have the ability to use an alphabetized filing system, a pleasant and welcoming attitude, an attention to detail, general proficiency in Microsoft Word & Excel (or Google Docs & Sheets), punctuality, and an eagerness to work. Appropriate dress for an office environment is expected.

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant

**Department:** Nurse Aide Program

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Eliane Hernandez Acosta/ Email: ehernandez7@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

The student assistant will support the Nurse Aide department by performing routine office tasks, maintaining inventory, and assisting faculty and students with general inquiries. Additionally, the student will help facilitate departmental initiatives.

**Qualifications:**

The ideal candidate will have strong organizational and time management skills, along with the ability to work independently in a fast-paced environment. They should demonstrate a willingness to learn, keen attention to detail, and possess a working knowledge of Microsoft Office Suite, including Word, Excel, and PowerPoint.

**Physical Requirements:**

N/A

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**Job Title:** Library Assistant

**Department:** Library Services

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Jeffrey Nuckolls/ Email: jtnuckolls@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

Customer service and shelving material. Helping other students with their requests and needs as well as library related tasks assigned by a supervisor.

**Qualifications:**

Must have a pleasant attitude. Customer service skills are required. Knowledgeable in Microsoft Word and Excel. Must be able to learn and retain information. Must be punctual and possess time management skills. Ability to work with limited supervision. Business casual dress code is required.

**Physical Requirements:**

N/A

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**Job Title:** Library Assistant

**Department:** Library Services

**Campus/ Location:** Western Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Katy Hoffler/ Email: kshoffler@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

Student library assistants are helpful to the library's mission to provide excellent customer service and help patrons locate information.

**Qualifications:**

Must be a Wake Technical Community College Curriculum student in good standing who has been awarded work study as part of his/her financial aid package. Prefer student to have library experience.

**Physical Requirements:**

Must be able to stand, bend, crouch; lift and carry up to 25 pounds, and able to move loaded book cart.

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**Job Title:** Library Assistant

**Department:** Library Services

**Campus/ Location:** Western Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Paula Hartman/ Email: pahartman@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

Student library assistants are helpful to the library's mission to provide excellent customer service and help patrons locate information.

**Qualifications:**

Reliable and punctual; pleasant attitude; attention to detail; good customer service skills; good computer skills; knowledgeable in Microsoft Word and Excel; able to handle confidential student information without incident; able to work with others as a team or work independently without close supervision; ability to read labels for shelving and shelf-reading.

**Physical Requirements:**

Must be able to stand, bend, crouch; lift and carry up to 25 pounds, and able to move loaded book cart.

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**Job Title:** Clerical Assistant

**Department:** Tutoring and Learning Center

**Campus/ Location:** Perry Health Science Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Logan McPhatter/ Email: ltmcphatter@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

Clerical tasks to include but not limited to: Assist Center Coordinators, office staff and ILC Director with tasks that include: Filing and organizing records, typing projects in Word, Excel, and PowerPoint, answering telephones, responding to inquiries, new student folder preparation, photocopying, laminating, collating material, pick-up and delivery of interoffice mail.

**Qualifications:**

Must be dependable and dress appropriately for an office setting. Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival.

**Physical Requirements:**

N/A

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**Job Title:** Clerical Assistant

**Department:** Tutoring and Learning Center

**Campus/ Location:** Western Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** James Strickland/ Email: jhstrickland@waketech.edu

**Work Schedule:** Monday & Wednesday, 3pm–6pm and Tuesday & Thursday, 2pm–6pm

**Job Description:**

Clerical tasks to include but not limited to : Assist Center Coordinators, office staff and ILC Director with tasks that include: Filing and organizing records, typing projects in Word, Excel, and PowerPoint, answering telephones, responding to inquiries, new student folder preparation, photo copying, laminating, collating material, pick-up and delivery of interoffice mail.

**Qualifications:**

Must be dependable and dress appropriately for an office setting. Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival.

**Physical Requirements:**

N/A

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**Job Title:** Office Assistant

**Department:** Academic Advising

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Jacinta Allmond/ Email: jhallmond@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

This position provides clerical support to the Academic Advising department at Northern Wake Campus.

**Qualifications:**

Excellent customer service and interpersonal skills. Working knowledge of MS Office Suite

**Physical Requirements:**

N/A

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**Job Title:** Student Photographer

**Department:** Communications & Marketing

**Campus/ Location:** Southern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Court Johnson/ Email: cjohnson50@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

Assist the college photographer in providing marketing and event photography for Wake Tech. Photos needed include sporting events, student events, marketing photos of each degree program, campus beauty shots, candids of students, department headshots, etc. The student photographer should feel comfortable second shooting along with the college photographer for some events, and also being alone at other events as the primary photographer.

**Qualifications:**

At least one year of experience using a DSLR camera and comfortable using manual mode to properly expose images. Comfortable adjusting shutter speed, aperture, and ISO to each photoshoot's needs. • Some experience with OCF (off camera flash) is preferred. • Excellent interpersonal social skills to make others feel comfortable in front of the camera. • Experience with Lightroom to cull through images and edit photos true to life (making sure exposure is correct and maintaining accurate colors- especially skin tones).

**Physical Requirements:**

Must be able to lift and carry heavy camera equipment.

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**Job Title:** Find Your Path Program Assistant

**Department:** Find Your Path at Wake Tech

**Campus/ Location:** Hybrid/ Boys & Girls Club - Wake County

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** CC Hardy/ Email: chardy@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

The Community Outreach Assistant will provide administrative support for the Workforce Community Outreach Officer and Manager. Work with Wake Tech's current Reach Partners. The COA will also work with middle and high school students exploring different career paths and post-secondary options.

**Qualifications:**

Must have a positive attitude, good customer service skills and enjoys interacting with people. Good critical thinking and problem solving skills. Ability to work independently with limited supervision and excellent reading and writing skills. Experience is Google Workplace Apps, Microsoft Suite, and online platforms such as Canva. Must have reliable transportation as working location may vary throughout the week.

**Physical Requirements:**

N/A

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**Job Title:** Before/After Care Staff

**Department:** Off Campus – Community Service Partner

**Campus/ Location:** Dynamic Opportunities, Raleigh, NC

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Antoinette Lebby/adlebby@waketech.edu

**Work Schedule:** TBD based on student schedule. Morning Care: 7:15am –8:45am, Afternoon: 3:00pm–5:30pm

**Job Description:**

Staff facilitate student social interactions including playing games, doing puzzles, making crafts, practicing our computer skills, watching movies, and sometimes just hanging out and socializing with one another. It's a blast!

**Qualifications:**

Looking for responsible college students interested/experienced in working with special needs youth. We will train.

**Physical Requirements:**

N/A

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**Job Title:** Education Programs Assistant

**Department:** Off Campus – Community Service Partner

**Campus/ Location:** Boys & Girls Clubs

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Antoinette Lebby/adlebby@waketech.edu

**Work Schedule:** TBD based on student schedule. Hours are flexible and would be in the range of Mon. – Fri. 3:00pm–7:00pm

**Job Description:**

The Education Programs Assistant's job is to help organize, plan, conduct and evaluate the homework assistance program for Club members. He/she may also be involved in tracking educational progress of members in the program.

**Qualifications:**

Experience or course of study in elementary, secondary education, child development or child psychology.

Enthusiastic and creative individual with the ability to work directly with members. Ability to communicate orally and in written form with members, parents and volunteers. Ability to market program and activities. Ability to work with large groups of members.

Application of discipline consistent with and appropriate to the goals of the Boys & Girls Club.

The ideal candidate will be fluent in both English and Spanish. Online and in person training will be provided before working.

**Physical Requirements:**

N/A

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**Job Title:** Content Marketing Partner

**Department:** Off Campus – Community Service Partner

**Campus/ Location:** Raleigh Film and Art Festival/Hybrid

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Antoinette Lebby/adlebby@waketech.edu

**Work Schedule:** TBD based on student schedule. Hours are flexible and would be in the range of Mon. – Fri. 3:00pm–7:00pm

**Job Description:**

Content Marketing Partners are responsible for planning, developing and implementing the overall content strategy. They are responsible for the management of the creation and production of online and offline marketing content.

**Qualifications:**

Advanced writing and editing skills. Excellent written and verbal communication skills. Ability to come up with creative ideas.  
Strong leadership and management skills. Detailed knowledge of current online tools and marketing trends, including SEO. Ability to solve problems swiftly.

**Physical Requirements:**

N/A

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**Job Title:** Athletics Operatins Assistant

**Department:** Athletics

**Campus/ Location:** Southern Wake Campus/ Northern Wake Campus

**Available Position(s):** 10/10

**Length of Employment:** Fall/ Spring

**Supervisor Name/ Email Address:** Brett Rutherford/ Email: bgrutherford@waketech.edu

**Work Schedule:** TBD based on student schedule and Athletics home calendar. Must be available to work nights and weekends.

**Job Description:**

Athletic Operations Assistant will enhance the game day experience while providing excellent customer service to community partners during Wake Tech hosted events. Athletic Operations Assistant will support the Athletics administration in providing athletic teams with supportive and engaging game day experience.

**Qualifications:**

Must be punctual, dependable, and willing to learn multiple skills in a short time. Must be able to work independently. Good verbal and written communication skills, and customer first service attitude required. Must have reliable transportation. Sport Management or Marketing degree seeking students preferred but not required. Experience with Adobe Creative, Photoshop, Reels, InDesign software preferred but not required. Minimum of \$3500 award availability preferred but not required.

**Physical Requirements:**

Ability to work actively for several hours at a time.  
Able to sit, stand, walk, bend, kneel; lift and carry up to 25 lbs.

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**Job Title:** Events Assistant

**Department:** Events Department

**Campus/ Location:** Scott Northern Wake Campus

**Length of Employment:** Academic Year

**Supervisor Name/ Email Address:** Treva Aiken/ tgaiken@waketech.edu

**Work Schedule:** TBD based on student schedule.

**Job Description:**

To assist with events, help with maintaining kitchens, like inventory, help with keeping things in order, cleaning, etc. Also, help assist with paperwork and picking up and dropping off mail or other job-related duties as needed.

**Qualifications:**

Someone that is interested in Events, knowledge of Microsoft Office Products, and a great attitude and great customer service skills.

**Physical Requirements:**

N/A