

**Title:**

ECE Student Administrative Assistant I

Position Description:

Assists department staff in day-to-day operations involving clerical work, digital file processing, telephone usage, and event support. Other work as needed assigned by department manager.

Qualifications:

- Microsoft Office or comparable software
- Email and Telephone etiquette
- Excellent customer service skills
- Detailed Oriented
- GPA of 3.00 or Higher
- No ECE Students
- No Seniors or last-semester Master Students

Desired:

- Social Media Awareness/Marketing
- Federal Work-Study Funding

Documents required:

- Resume
- Cover Letter
- An Un-official Transcript
- List of intended Fall 2019 classes

Location:

Science and Engineering Hall, 5th Floor

Application URLs:

FWS Applications: <https://gwu-studentemployment.peopleadmin.com/postings/1749>

Non-FWS Applications: <https://gwu-studentemployment.peopleadmin.com/postings/1746>