This position is temporary, part-time, 30/hrs per week.

Salary is at Grade 77, $27.46/hour.

Duties include:

Answer phones, clerical support, room scheduling and preparation, assist campus visitors, check status of facilities, monitor and distribute keys for facilities and vehicle, assist with student proctoring, contact students about campus and class updates, distribute information, and other duties as assigned.

For more position and qualification information, go to careers.alaska.edu, click on Nome from the side menu and search for posting # 508088.

Applicant Instructions: Please attach a cover letter detailing your qualifications as they pertain to this position, a current resume and three professional letters of reference.

This position is open until filled.