**Service Center Assistant – Summer & Fall 2019**

**Responsibilities:**
Tasks include receiving and processing repair requests, entering data into computer tracking system, and answering the phone.

**Job Skills/Requirements:**
- Enjoy working with people
- Exhibit professionalism, attention to detail, communication skills, and basic computer skills.
- Punctuality, a good attitude, willingness to learn, ability to accept constructive criticism and professionalism are necessary.

**Hourly Rate:**
$8.25

**Schedule:**
Flexible hours between 7:30 – 4:00; Monday – Friday

**Dates of Work:**
Start Date: May 13th

**Application Instructions**
To apply for this position go to [https://www.fpm.iastate.edu/hr/employment/](https://www.fpm.iastate.edu/hr/employment/) and complete the Service Center - Student Application

Email application to avmott@iastate.edu or drop off to Room 108 General Services Building