

Public Programs Work Study

JOB TITLE:

Lecture Dinner Coordinator

JOB DESCRIPTION:

Following each lecture, a dinner is held in honor of the lecturer. Dinners are held in the SCI-Arc library. The job of running the dinners in the library is a work-study position. The position entails compiling student lists for each dinner, preparing the space for the dinner each week, ordering the beverages and supplies, making sure the delivery from the caterer is on time, checking the guest list for each dinner at the door, and cleaning-up.

START-DATE:

October 10, 2022

PAY-RATE:

\$16.04 per hour

HOURS:

To be determined.

NUMBER of POSITIONS:

2

PAY-TYPE:

Work Study

EMPLOYER:

Public Programs

JOB LOCATION:

960 E. 3rd Street

CONTACT:

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INSTRUCTIONS:

Email for interview