Now Hiring!

Student Assistant Position

WHAT: Student Assistant Position

WHERE: Economic Forecasting Center, Suite 200
       Robinson College of Business

WHEN: Starts May/Summer Semester

PAY RANGE: $8.00 - $9.00/hour

HOURS: 15-20 hours/week - Actual work hours are flexible.

DUTIES:

• Help management organize the Center’s quarterly Conferences and Seminars
• Use ACT software to help maintain the Center’s database of conference attendees and other contacts
• General front office duties, which may include: Answering telephones, keeping Center’s publications/library organized, mailing out the Center’s publications to subscribers and other general office duties that may arise
• Expertise in Microsoft Word and Microsoft Excel is very helpful!

CONTACT: Courtney Raines
         RCB, Suite 200, Rm 206
         404-413-7267       craines@gsu.edu

Please come by my office to drop off your resume!