

Department: Animal Care Management

Job Availability: Academic School Year

Employing Supervisor: Jerry Hackney

Maximum Hours: 15/ Week

Title: Office Assistant

\$13.00/hour

Classification: Non-Community Service

Jobsite Location: Animal Care, Building C

Job Description

- Helping to organize files
- Facility organization and upkeep
- Helping to take care of animals
- Help sort closet with animal items

Skills Needed

- Positive Attitude
- Organized and Creative
- Problem solving skills
- Can work with the animals we have

Additional Information About the Job

This position provides a unique opportunity for building a resume for a career in Animal Care. While developing marketable general office skills, the employee will gain knowledge in the proper procedure and care of running an animal care program. They will help with the overall appearance of the Animal Care Program, helping to organize and remove old items from the building. This student will help new students have an easier transition with husbandry duties, as well as assisting in those duties.