

# NOW HIRING!



## On-Campus Student Employment



### **Office Assistant Center for Student Engagement and Financial Resources (CSEF)**

#### **Job Description**

Now hiring students to become part of our team providing frontline support. All applicants must be or will be enrolled in classes at the USG campus. All students registered for USG courses are eligible to apply.

#### **Duties include:**

Providing direct support to faculty, staff, students, and visitors (on-site, via phone, and email).  
Processing, tracking, and reporting data.  
Must be comfortable working on-site and assisting with programming and student life events.

#### **Successful candidates will have:**

Strong customer service and communication skills  
Basic knowledge of campus resources  
Candidates must be available to work at least 15 hours during the week during CSEF's office hours: Monday through Friday from 9am-5pm.

#### **To Apply:**

If you are interested in this great opportunity, **please email your resume with a description of your strengths and experience to [usg-studentlife@umd.edu](mailto:usg-studentlife@umd.edu).**

If you need further information or have any questions, please call 301-738-6023.

**\*Students who have FWS from UMCP or UMB are also encouraged to apply.\***