



SOCIAL AND BEHAVIORAL SCIENCES ASSISTANT

DEPARTMENT

Division of Social and Behavioral Sciences

QUALIFICATIONS

Application and resume required. Need to be detail-oriented, responsible, write well, and be comfortable doing research and phone calls.

DUTIES

- Create a file for Division internships
- Research internship possibilities for students in various majors in the Division
- Assist in connecting with internship sites
- Communicate internships and news to students via social media, displays, etc.
- Assist with data entry as needed
- Facilitate communications from the Division
- Assist in researching and development of the Criminal Justice program

COMPENSATION

Begins at Minimum Wage

HOURS

3-5 hours per week

CONTACT

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Chair
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