

Job Title: Floater Student Worker

Department: Various (Cross-Departmental)

Position Type: Part-Time Student Worker

Number of Positions: 2

Reports to: Candice Robinson (HR Director) or Rachel-Anna Floyd (Executive Assistant to the President)

Job Description:

Wesley Theological Seminary is seeking two highly adaptable and motivated student workers to serve as Floaters. This position involves providing support across various departments, offering an excellent opportunity to gain diverse work experience and develop a broad range of skills.

Key Responsibilities:

- Assist with administrative tasks such as data entry, filing, copying, and document preparation.
- Provide customer service to students, faculty, and staff, answering inquiries and directing them to the appropriate department.
- Support event planning and execution, including setting up meeting rooms, organizing materials, and assisting with logistics.
- Assist in maintaining departmental records and ensuring accuracy in documentation.
- Perform research and assist with special projects as assigned by different departments.
- Collaborate with multiple teams to ensure tasks are completed efficiently and accurately.
- Perform additional duties based on the needs of the department currently assigned.

Qualifications:

- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Flexibility and adaptability to work across different departments.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and general office equipment.
- Ability to manage multiple tasks and prioritize effectively.

Work Hours: as needed

Pay Rate: \$17.50 per hour

Contact Person: Candice Robinson, crobinson@wesleyseminary.edu