

Metropolitan State University

Department Name	Psychology		
Job Title	Student Worker/Work Study	Number of Vacancies	1
Supervisor's Name	Michael Goggin		
Work Schedule	Flexible	Hours per week	20
Employment: Begin Date	12/15/2009	End Date	(mm/dd/yyyy)
Pay Rate	<input checked="" type="checkbox"/> <i>Level A</i> \$8.20 starting \$8.53 after 1 semester \$8.86 after 2 semesters \$9.21 after 2 years		
	<input type="checkbox"/> <i>Level B</i> \$8.83 starting \$9.19 after 1 semester \$9.56 after 2 semesters \$9.93 after 2 years		
	<input type="checkbox"/> <i>Level C</i> \$10.18 starting \$10.59 after 1 semester \$11.00 after 2 semesters \$11.44 after 2 years		
	<input type="checkbox"/> <i>Graduate Assistant (Student Worker Paraprofessional, Sr.)</i> Pay rate is according to AFSCME agreement		
Payment is a stipend based on project to be completed	<input type="checkbox"/> <i>Project Assistant</i>		
Pay rate determined by employer	<input type="checkbox"/> <i>Off Campus Student Employment</i>		
Contact Person	Michael Goggin	Telephone Number	651-999-5820
E-mail	Michael.Goggin@metrostate.edu		
Select one of the following	Work Study Only	All Students May Apply	Graduate Assistants Only
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Qualifications and Experience	1. Office/clerical experience 2. Microsoft XP/ Microsoft Access Proficiency 3. Web skills 4. Accountable, dependable, and reliable 5. Ability to work with variety of people		
Major Job Duties	1. General office duties such as photocopying, faxing, filing, and data entry 2. Assist with large mailings 3. Provide assistance on special projects and tasks 4. Other duties as assigned		
Best way to apply (by email, in person, with e-folio, etc.)	Michael.Goggin@metrostate.edu		