PART-TIME CLERK POSITION OPENING

Department of Physics
201 JFB

The Department of Physics has an opening for a part-time Clerk position. This person would have various responsibilities such as: Answering phones, typing forms and labels, filing, copying, and other duties as assigned.

Minimum requirements: Computer and typing skills, proper telephone etiquette, and filing skills.

The position is for 15 hours per week, Monday – Friday, 2:00 – 5:00 p.m. starting immediately. The starting pay is $7.00/hour.

If you are interested, please contact Heidi Frank in the Department of Physics via email at heidi@physics.utah.edu.