

USTC CURRENT JOB OPENINGS

Administrative Assistants – Full-time and Part-time

Duties include customer service, answering phones, program registration and program director assistance. Must be able to work in a fast paced environment with good organization and communication skills. Customer service experience a plus. Proficiency in Word, Excel and data entry required.

Currently seeking two full-time employees and one part-time employee.

The full-time position is an entry-level salaried position. 40 hours per week with weekday, weeknight and weekend shifts.

The part-time position is an hourly position. 6 - 18 hours per week with weeknight and weekend shifts.

If you are interested please send job application or resume to:

Marielle Montoro

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