



DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES
ARNOLD SCHOOL OF PUBLIC HEALTH

The Department of Environmental Health Sciences (ENHS) and the Oceans and Human Health Center on Climate Change Interactions (OHHC2I), located within the Arnold School of Public Health are looking for a part-time Student Admin. Assistant available 20 hours a week (Mon – Fri 1pm to 5pm) for the period of 08/16/2019 – 05/15/2020.

Under the direction of the departments Business Manager the Student Admin. Assistant will provided front office support in the afternoons (*answering the main phone line, and signing for packages*); maintain outlook calendars for the department Chair and the Graduate Director; assist with coordinating staff meetings; and may be asked to assist with light data entry/ collection.

The individual in this position will also be given the opportunity to learn to provide both pre and post grant support to department faculty, as well as an option to learn how to navigate the University's procurement policy and system (PeopleSoft). These are valuable skills for anyone interested in a long-term career at the University of SC.

Preferred knowledge/skills/abilities include the ability to:

- Communicate effectively
- Exercise good judgement / professional discretion
- Competencies in all applications of Microsoft Office and Adobe Acrobat (Word, Excel, Outlook)

If interested please contact:

Elizabeth E. Caulder, MPA
Business Manager

Department of Environmental Health Sciences (ENHS)
Center for Environmental Nanoscience and Risk (CENR)
Oceans and Human Health Center on Climate Change Interactions (OHHC²I)
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