Wagner College
One Campus Road, Staten Island, NY 10301

- Title of the position: Graduate Assistant

- Department: Custodial Services

- Reports to: Ivan Janovsky

- Areas of responsibility:
    - Input purchase orders
    - Maintain Time Sheet Log
    - Answer Phones
    - Retrieve Mail
    - Input Work Orders
    - Take minutes for Crew Meetings
    - Other duties as assigned
    - Heavy computer skills (Word, Excel, etc.)

- Term of employment: per Semester

- Qualifications:
    - Must be enrolled in a Graduate program
    - Use of Microsoft Office