OVERVIEW

Engineering Services Department

Roles and Responsibilities
Assist with Auditing documents for imaging. General administrative duties associated with Adobe. Strong Customer Service Skills a plus. The duties listed below are intended only as illustrations of the various types of work that may be performed

Education and Qualifications
Current enrollment as a Sophomore or higher within an undergraduate degree program related to Business Management/Business Administration. Current enrollment as a Sophomore or higher within an undergraduate degree program related to Business Management/Business Administration. Current enrollment with a minimum of 9 credit hours per semester at a local college or university.
• Available to work up to twenty-five hours per week Monday through Thursday.
• A Valid Driver’s license.
• US citizenship or legal right to work in the US, including authorization to work off campus.

Preferred Skills

How to Apply
https://lvvwd.wd1.myworkdayjobs.com/LVVWDWaterJobs