

CMU, an AA/EO institution, strongly and actively strives to increase diversity within its community ([www.cmich.edu/aaeo](http://www.cmich.edu/aaeo)).

## **Vision**

We are the premier destination at Central Michigan University for healthy lifestyle options and Event Services.

## **Student Position Announcement Central Michigan University University Recreation, Events and Conferences**

### **Position**

UE Office Staff

### **Responsibilities**

*Position Overview:* Provide light clerical duties.

*Duties include but not limited to:* Responsible for filing, mailing, typing; Must have excellent phone skills; Must present a positive image to CMU, customers and the public; Will be responsible for working with some confidential information; Assist with coordinating room reservations. Experience using Kx preferred.

### **Environments**

Must be a current CMU Student.

### **Certifications Requirement**

None

### **To Apply**

Interested and qualified individuals should complete an on-line **employment application and submit a résumé**. Applications can be found at [www.urec.cmich.edu](http://www.urec.cmich.edu) Please direct any questions to the Senior Assistant Director of Student Personnel (989) 774-3686, email [urechr@cmich.edu](mailto:urechr@cmich.edu)

*Our staff members are the source of our strength and the key to the successful fulfillment of our mission.*

[www.urec.cmich.edu](http://www.urec.cmich.edu)