



July 18, 2014

Immediate Employment Opportunity

Program & Administrative Support Specialist, Part-time Catawba Science Center, Hickory, NC

TWO POSITIONS AVAILABLE

This 25-hour per week position requires excellent data entry, data management and customer service skills. Responsibilities include interaction with the public and teachers to schedule programs and activities, preparation of statistical reports, cash reconciliation, data entry, record-keeping, filing, and sharing responsibility for general office support with other staff.

Schedule for Position One: Monday through Friday 8:30 am – 1:30 pm. \$9.25/hour.
Schedule for Position Two: Monday through Friday 9:30 am – 2:30 pm. \$9.25/hour.

Desirable Qualifications: Minimum high school diploma and 2 years office experience required. Excellent customer service, organizational skills, good with numbers, and up-to-date computer skills, including proficiency in MS Word and Excel.

Apply by sending cover letter, resume, and list of 3 references to:
jobs@catawbasience.org. Inquiries and resumes accepted via email only.
CSC is an Equal Opportunity Employer.