

Rhodes Student Associates Program Department of Economics and Business

SCOPE:

Under the supervision of the Department Chair and under the direction of the Departmental Assistant, the RSA will assist the Departmental Assistant with special projects and professors in the department in their scholarly research.

DUTIES:

1. Word processing
2. Library research
3. Data entry
4. Data analysis
5. Other duties as assigned.

REQUIREMENTS:

Must be a full time sophomore or junior major in the Department of Economics and Business in good standing who maintains a minimum 2.75 GPA and can work 12-15 hours per week. Proficiency in Excel and Word required; ability to locate materials by using computer and library resources, ability to show strong attention to detail and ability to work independently required. Completion of ECON 290 required and ECON 420 preferred. Ability to operate basic office equipment preferred.

2/2009