The College of Nursing (CON), Finance, Administration, Operations; IT department is accepting applications for student assistant positions to provide operational assistance at the UT Drive Service A building location. These positions will provide general business office support for this building. Duties include:

- Sorting and distributing mail
- Receiving and signing for College of Nursing deliveries
- Submitting supply request
- Submitting service requests
- Submitting monthly copier reading
- Providing directions and access to space as needed

These positions will report to the CON Procurement and Operations specialist who manages these functions within the college. Coverage is needed from 9 am – 3pm, M-F. This time can be covered by multiple student assistants as long as someone is present at all times during these hours. Payrate is $15/hour.

Please submit your resume to: conhr@utk.edu

Kind Regards,

*Lindsay M. Burke-Melton, MBA*
Assistant Dean of Finance, Administration and Operations
The University of Tennessee, Knoxville
College of Nursing