### Duties and Responsibilities of position:
You will be doing a number of different office duties including Answering phones, Data entry, assisting agents with research and marketing.

### Qualifications needed for position:
Must be pleasant, presentable and courteous. Must have a working knowledge of Micro Soft Office Suite and Social Media such as Facebook and Craigslist. Ability to create brochures, fliers and presentations a plus. Being self-motivated, creative and ready to bring new ideas is encouraged.

- If hired and you have never worked through student employment, required new hire paperwork must be completed **before** you are eligible to begin working. This new hire paperwork requires that the student have **original** forms of acceptable ID with them on campus during the paperwork completion process. View the list of acceptable ID at [www.wittenberg.edu/studentemploymentpaperwork](http://www.wittenberg.edu/studentemploymentpaperwork)

### Describe the interview/application process:
Email Resume Attention Donovan to home@lagondacreek.com. or contact front desk during business hours for application. 937-342-9995