

**What is the name of your organization?**

The Welch House

**Applicant Information**

**What is the job title of the position you are seeking to fill?**

Personal assistant

**Where is the job location?**

510 E. 4th st

**How is the job classified?**

- Part-time

**What qualifications are desired?**

Good organizational skills, efficient, good communication, out-going.

**What are the responsibilities/duties?**

Assist around the venue, errands, organize events, etc

**Are you looking for a current student or alumni?**

- Current Student
- Alumni

**What is the pay rate?**

\$10/hr

**Through what method would you like someone to apply?**

- Email

**Please provide the link or address for the application.**

Email resume to: [auburnaka@hotmail.com](mailto:auburnaka@hotmail.com)