Locksmith Shop Student Aide

JOB OUTLINE
- Assist Access Control Technician and Access Control Supervisor
- Input Key Application information into software
- Update Word documents and Excel spreadsheets
- Basic lock maintenance
- Re-key cylinders
- Stamp and cut keys

MINIMUM QUALIFICATIONS
- (Min. CGPA requirement)
- Basic knowledge in Microsoft Word and Excel
- Ability to learn new software
- Good customer service skills
- Basic mechanical ability
- No prior experience necessary

Work-Study eligible students should send resumes to Kelly Samuels at
kernst@umw.edu