

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at [pfeifer@dsc.edu](mailto:pfeifer@dsc.edu) or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

**Job Title:** Receptionist

**Business/Location:** Wilkerson & Gaudin Law Firm, Dyersburg, TN

**Responsibilities include but are not limited to:**

- Assisting in areas of the law firm as needed.

**Requirements:**

- Polite and friendly demeanor.
- Computer literate (Internet, Word, Excel).
- Be willing to learn new tasks.

**To apply: Submit resume to: Wilkerson & Gaudin Law Firm, 113 S. Mill Avenue, Dyersburg, TN during regular business hours.**

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email [pfeifer@dsc.edu](mailto:pfeifer@dsc.edu). Check out the DSCC [Career Counseling](#) webpage. Upload your resume to [www.jobs4tn.com](http://www.jobs4tn.com).