

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Alumni Services
POSITION: Clerical
SUPERVISOR(S): Alisa Wohltman
PURPOSE / ROLE: Assist in Office Duties and Miscellaneous Project
QUALIFICATIONS: [Click or tap here to enter text.](#)
ACADEMIC YEAR: 2022/2023
CONTRACT DATE: August 22, 2022 through May 5, 2023
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Data entry in Banner, answering phones, campus deliveries/[pick-up, working with excel spreadsheets/Word documents and miscellaneous projects for the Alumni Staff.

[Click or tap to enter a date.](#)