

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Chemistry

POSITION: (1) Office Assistant (2) Stock Room Assistant

SUPERVISOR(S): Dr. Edward Treadwell

PURPOSE / ROLE: Assist Staff with office duties. Assist with Stockroom maintenance

ACADEMIC YEAR: 2022/2023

QUALIFICATIONS: [Click or tap here to enter text.](#)

CONTRACT DATE: August 22, 2022 through May 05, 2023

RATE OF PAY: STATE MINIMUM WAGE

SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

OFFICE ASSISTANT:

Answer Phones; Make Copies; Run Errands; Shred; File; Assist with special projects; Write down messages (from visitors and phone calls) legible and immediately put in faculty mailbox; Update Director Board; Update bulletin boards; Post department notices

STOCK ROOM ASSISTANT:

Wash dishes; Clean overhead projector rolls; Refill paper towels, hand soap, staples, and flints for striker; Assist with taking down lab equipment; Assist with end of semester cleaning.

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