

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: English

POSITION: Office Assistant

SUPERVISOR(S): Jean Toothman

PURPOSE / ROLE: Assist Staff and Faculty with office duties

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

ACADEMIC YEAR: 2022/2023

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:

Copying and scanning materials for department chair and instructors; Answering telephone; Handling student inquiries; Running errands across campus; Word Processing and online research as needed; Making coffee; Minor cleaning in the main office area and mailbox room; Proofreading; Supervising the office when the office administrator is on break, at lunch, or away from her desk; assisting in the Writing Center at the front desk which includes answer the phone and making student appointments

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