

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Facilities
POSITION: Central Stores; Warehouse; Garage
SUPERVISOR(S): Cathy Johnson
PURPOSE / ROLE: Assist Staff with Clerical, Warehouse and Garage duties
QUALIFICATIONS: 2021/2022

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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

Central Stores: clerical, data entry on various programs, filing, general misc. office duties
Warehouse: assist in checking UPS, Fed-S and deliveries by various trucking firms.
Garage: vacuum, detail vehicles and other various tasks in the garage