FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Geology/Geography

POSITION: Office Assistant

SUPERVISOR(S): Dr. Diane Burns

PURPOSE / ROLE: Assist with general 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:

General Office duties including but not limited to: Answering phones, Making copies; Running errands; shredding; Filing; Assist with Special Projects; Write down messages (from visitors and phone calls) legibly and immediately put in faculty mailbox; update Director Board; Update bulletin boards; Post department notices

Click or tap to enter a date.

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