

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Honors College

POSITION: Office Assistant

SUPERVISOR(S): Suzann Bennett

PURPOSE / ROLE: Assist with general office duties and with Special Honors events.

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:

Answering phones, greeting visitors, database entries, assisting with special Honors events, mail-merge letters to prospective students, general office work.

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