

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Housing

**POSITION:** Desk Assistants-- Custodial Helper-- Night Assistants –Administrative helper--Math Tutor

**SUPERVISOR(S):** Mackenzie Walker

**PURPOSE / ROLE:** Assist with various jobs in Housing Department

**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:

**Desk Assistants:** Watch the front desk in each hall. Process mail, answer phones and provide customer service.

**Custodial Helper:** Assist BSW's with cleaning in the residence halls. Sweep and mop floors, vacuum, dust, clean windows, gather trash and recycle items, organize storage closets, and other general cleaning duties.

**Night Assistants:** Work at each hall over night to provide security.

**Administrative Helper:** Provide clerical help in the Housing and Dining main office

**Math Tutor:** Provide Math tutoring in the resident halls.