

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Human Services and Community Leadership
POSITION: Office Assistant
SUPERVISOR(S): Mikki Sherwood
PURPOSE / ROLE: Assist HSCL Office with General Office Duties
QUALIFICATIONS: Attention to Detail / Positive and Professional Attitude
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:

Clerical work – Scanning, Shredding, Copying / Campus Drop-Off/Deliveries / Organize, Maintain, Prepare Recruitment Materials and Supplies for Events / Light Cleaning of Office Space