

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Inclusion and Academic Engagement

**POSITION:** Office Assistant    Trio Lab    Tutoring

**SUPERVISOR(S):** Debbie Kovacik and Karen Easton (Trio)

**PURPOSE / ROLE:** Assisting with general office duties and also with special events. TRIO will help with Trio lab. Tutoring will assist with the tutoring and supervising with the Gateway Program.

**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 such as filing, answering the phone, copying, organizing, and typing and entering information based upon their skill set. They may assist with departmental sponsored events including set-up and tear down if their schedule allows. They will run errands campus wide and hand deliver documents when needed. Other duties as assigned

Tutoring: If we have capable upperclassmen they will assist with tutoring or supervising with our Gateway program.

TRIO : general office duties, putting together packets for events, calling/emailing/texting Trio participants to remind them of events & workshops, posting flyers around campus, other duties as assigned

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