

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Lumpkin College of Business & Technology
POSITION: Front Desk Clerk
SUPERVISOR(S): Debbie Endsley
PURPOSE / ROLE: Cover Front Desk in Lumpkin Hall
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:

Work in Student Center in Lumpkin Hall, Front desk assistance. Answer phones, direct calls, assist students with inquiries/ questions. Filing, copies, run errands.