

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Political Science

POSITION: Office Assistant

SUPERVISOR(S): Dawn D. Porter

PURPOSE / ROLE: Assist in Receptionist and General Office Duties

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:

Typing/ word processing of exams, handouts, letters. Typing labels for file folders. Copying exams, handouts, schedules and other materials. Delivering/ picking up materials on campus for department chair and faculty. Filing and reorganizing office information and materials. Storing office supplies. Updating display case, bulletin boards, etc. Answering telephone, and meeting/greeting the public when secretary is not available. Filing in during office administrators absence. Working on flyers and promotional materials for the department and faculty member. Assisting office administrator with proofreading of important documents such as schedule and textbook orders.

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