

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Procurement, Disbursements and Contact Service  
**POSITION:** Office Assistant  
**SUPERVISOR(S):** Susan Propst  
**PURPOSE / ROLE:** Assisting with Front Desk and clerical 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:

Mail processing, alphabetizing (alpha numeric), filing, scanning, data entry, answering phones, front desk reception, proof reading, invoice approving, check distribution.