

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Psychology

POSITION: Office Assistant

SUPERVISOR(S): Mary K. Harris

PURPOSE / ROLE: Assist Office Manager in the office and receptionist 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:

Make sure to record time worked correctly. If office Manager is out of the office make sure that there is supply of the DEN left on the corner of the student desk each day. Make sure copiers are on and full of paper. Check "to be copied" box several times during shift and make copies and place in appropriate area for professor retrieval. Do not forget to notate name and date copy job was complete on "copy job" clip...Add scantrons if appropriate. Make sure student computer is turned off after each shift. Answer phone and take detailed messages and place in appropriate professor's mailbox or you can email them with the information. Keep student desk area clean and uncluttered. No friend visits or phone calls (unless it is an emergency). Dress appropriately (i.e. no holes in clothing, no hats, etc.) Offer help to office 'guests' (i.e. finding an office or classroom, etc.). Call and email office to let them know if you are unable to come in for your work time.