

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Radio/TV

POSITION: Office Assistant

SUPERVISOR(S): Rob Calhoun

PURPOSE / ROLE: Assist with clerical, receptionist, and assist with programs for WEIU

QUALIFICATIONS: [Click or tap here to enter text.](#)

ACADEMIC YEAR: 2022/2023

CONTRACT DATE: August 22, 2023 through May 05, 2023

RATE OF PAY: STATE MINIMUM WAGE

SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Clerical work consisting of using Microsoft excel and Word. Answering phones. Assisting the Membership Manager. Assisting WEIU with Pledge Drives. On air work with EI"UW-FM (DJ, News, Sports, Morning Show) Greeting people who come to WEIU. Doing remotes for WEIU. Work with WEIU Newswatch (On Air, Producer, Camera, Director) Any miscellaneous duties.