

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Office of the Registrar
POSITION: Office Assisgtant
SUPERVISOR(S): Jennifer Porter- Office Manager
PURPOSE / ROLE: Assist with receptionist and general office duties.
QUALIFICATIONS: 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:

Answering phone, assisting students with transcript orders, data entry, filings, shredding, and other duties as needed.