

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: School of Business

POSITION: Clerical Assistant

SUPERVISOR(S): Patty Watson

PURPOSE / ROLE: Assist with general 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:

Getting the mail/sorting/distributing, making copies, restocking the resource rooms with paper and supplies, maintaining the bulletin boards, running errands to other departments on campus.