

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** School of Extended Learning  
**POSITION:** Office Assistant  
**SUPERVISOR(S):** Peggy Hickox  
**PURPOSE / ROLE:** Assist with office 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:

Answer phone, filing, run errands, other duties as assigned.

**SIGNATURE:**



**DATE:** 12/7/2020