

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Sociology, Anthropology,& Criminology

**POSITION:** Office Assistant

**SUPERVISOR(S):** Melissa Carr

**PURPOSE / ROLE:** Assist with Office duties, organizing computer lab and assisting faculty with projects.

**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 department phone, take messages, and greet visitors while office manager is out. File student folders and paperwork. Make copies of tests and assignments for faculty. Make on- campus deliveries for the department. Organize computer lab and run virus software on computers. Pick up mail for the department. Several projects will be assigned using Excel and Word. Update and create student folders. If needed, student could be assigned to help faculty with projects. Assist office manager in organizing the department honors reception. Other duties as assigned.

[Click or tap to enter a date.](#)