

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Student Publications

**POSITION:** Office Assistant

**SUPERVISOR(S):** Catherine Jewell

**PURPOSE/ROLE** Assist with receptionist and office duties

**QUALIFICATIONS:** Click or tap here to enter text

**ACADEMIC YEAR:** 2022-2023

**CONTRACT DATE:** August 22, 2022 through May 5, 2023

**RATE OF PAY:** STATE MINIMUM WAGE

**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

Answer phones, greet visitors to the department, filing and general office duties.

**SIGNATURE:** Catherine Jewell