

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Tarble Arts Center

**POSITION:** Office Assistant

**SUPERVISOR(S):** Karen Beason

**PURPOSE / ROLE:** Assist with galleries, events and general office work.

**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:

Monitor galleries; set up for events, clerical work as needed