

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: University Development
POSITION: Office/ Clerical
SUPERVISOR(S): Penny Walk
PURPOSE / ROLE: Assists with general 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:

Student scans documents into OnBase for electronic record keeping. Filing paperwork, organizing files, answer phone as needed, help with departmental special events, drives the campus car to campus to deliver and pick-up documents. Update spreadsheets, empty shredders, help organize basement files, decorate for Christmas. Stuff envelopes for mailings.