

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: University Police Department

POSITION: Office Assistant

SUPERVISOR(S): Kent Martin

PURPOSE/ ROLE: Assist with receptionist and office duties in Parking Services.

QUALIFICATIONS: Ability to work independently and interact with the public while maintaining a professional attitude.

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 phones for Police administration and Parking Services. Sell parking permits and take payment for citations. Write parking tickets as needed.

SIGNATURE: _____



DATE: 12/4/2020