

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Human Resources
POSITION: Federal Work Study Student
SUPERVISOR(S): Donna Noffke
PURPOSE / ROLE: To assist HR staff
QUALIFICATIONS: N/A
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

The main duties for student employees include filing, updating records, delivering department mail, shredding, and scanning to the BDMS system.

18/1/2023