

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Human Services
POSITION: Office Assistant
SUPERVISOR(S): Jill Bowers / Alisa Gray
PURPOSE / ROLE: Assist staff and faculty with office duties
QUALIFICATIONS: Attention to detail, positive and professional attitude, computer knowledge
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIABLES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Clerical work - scanning, shredding, copying, filing, organizing, answering phone calls and walk-in inquires, proof reading / supervision of office space when office manager is away from desk / campus errands / prepare recruitment materials and supplies for events / cleaning of office space / maintaining bulletin boards / online research as needed.

Click or tap to enter a date.