FEDERAL WORK STUDY JOB DESCRIPTION

POSITION:Office AssistantSUPERVISOR(S):Jennifer PorterPURPOSE / ROLE:Assist with receptionist and general office duties.QUALIFICATIONS:FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEARRATE OF PAY:STATE MINIMUM WAGESCHEDULE:VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE	DEPARTMENT:	Office of the Registrar
PURPOSE / ROLE: Assist with receptionist and general office duties. QUALIFICATIONS: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR RATE OF PAY: STATE MINIMUM WAGE	POSITION:	Office Assistant
QUALIFICATIONS: CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR RATE OF PAY: STATE MINIMUM WAGE	SUPERVISOR(S):	Jennifer Porter
CONTRACT DATE:FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEARRATE OF PAY:STATE MINIMUM WAGE	PURPOSE / ROLE:	Assist with receptionist and general office duties.
RATE OF PAY: STATE MINIMUM WAGE		
	CONTRACT DATE:	FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE	RATE OF PAY:	STATE MINIMUM WAGE
	SCHEDULE:	VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Answering phone, assisting students with transcript orders, data entry, filings, shredding, and other duties as needed.

Click or tap to enter a date.