

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Student Publications  
**POSITION:** Office Assistant  
**SUPERVISOR(S):** Betsy Catherine Jewell  
**PURPOSE / ROLE:** : ssist with receptionist and office duties  
**QUALIFICATIONS:**  
**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:

Answer phones, greet visitors to the department. Filing and general office duties.

Click or tap to enter a date.