

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: History
POSITION: Office Assistant
SUPERVISOR(S): Catherine Woodward
PURPOSE / ROLE: Assist with receptionist and office duties
QUALIFICATIONS: [Click or tap here to enter text.](#)
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, greet visitors to the department, general office duties