

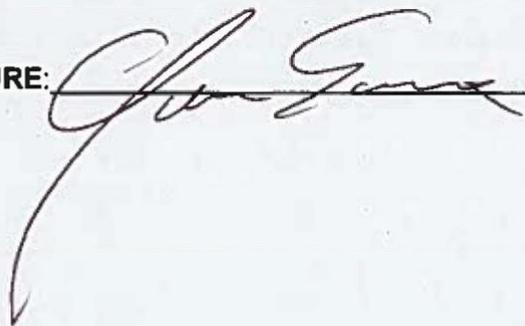
FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Military Science
POSITION: Federal Work Study
SUPERVISOR(S): Yun Sanders
PURPOSE/ROLE: Student worker for the department
QUALIFICATIONS: Federal Work Study grant recipient
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:

Handling incoming calls and other communications.
Data entry, bookkeeping, and filing.
Greeting visitors as needed.
Updating paperwork and maintaining documents.
Helping organize and maintain office space.
Assisting supply inventory.
Operating office equipment as needed.
Performing general and ad hoc office duties and errands.

SIGNATURE:



DATE: 12/4/2020