

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Academic Affairs  
**POSITION:** Office Assistant  
**SUPERVISOR(S):** Melissa Gordon  
**PURPOSE / ROLE:** Assist staff with office duties  
**QUALIFICATIONS:** Basic office skills. Good customer service and punctuality.  
**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:

Filing and campus errands. Answering the phone when staff are out of the office. Other duties as needed.

Click or tap to enter a date.