

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Africana Studies Program
POSITION: Student Office Worker
SUPERVISOR(S): Dr. James Ochwa-Echel
PURPOSE / ROLE: Assist Program with Office Duties
QUALIFICATIONS: Student on Financial AID
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:

- Collect mail from mail box
- Clean office
- Shred papers
- Fill papers for copier
- Any other duties as assigned by the coordinator

Click or tap to enter a date.