

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Alumni Services
POSITION: Clerical
SUPERVISOR(S): **Amber May**
PURPOSE / ROLE: Assist in Office Duties and Miscellaneous Project
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:

Data entry in Banner, answering phones, campus deliveries/pick-up, working with excel spreadsheets/Word documents and miscellaneous projects for the Alumni Staff.

Click or tap to enter a date.