

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Art + Design  
**POSITION:** Front desk student help  
**SUPERVISOR(S):** LeAnn Daubs  
**PURPOSE / ROLE:** Greet office visitors, answer phone, help staff/faculty as needed.  
**QUALIFICATIONS:** Friendly and dependable  
**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:

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