

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Chemistry

POSITION: (1) Office Assistant (2) Stock Room Assistant

SUPERVISOR(S): Dr. Treadwell & Heather Todd

PURPOSE / ROLE: Assist Staff with office duties. Assist with Stockroom maintenance

QUALIFICATIONS: Basic office skills. Ability to follow instructions

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:

OFFICE ASSISTANT:

Answer Phones; Make Copies; Run Errands; Shred; File; Assist with special projects; Write down messages (from visitors and phone calls) legible and immediately put in faculty mailbox; Update Director Board; Update bulletin boards; Post department notices

STOCK ROOM ASSISTANT:

Wash dishes; Clean overhead projector rolls; Refill paper towels, hand soap, staples, and flints for striker; Assist with taking down lab equipment; Assist with end of semester cleaning.

Click or tap to enter a date.