

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Civil Rights & Diversity/Title IX

POSITION: Student Worker

SUPERVISOR(S): Dr. Shawn D. Peoples

PURPOSE / ROLE: Assist staff with receptionist duties, work on special projects, process paperwork, etc

QUALIFICATIONS: Ability to work independently and pay close attention to details. Positive and professional attitude. Familiar with Microsoft Office (Word & Excel)

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:

- Process employment forms as a part of the search process for available positions
- Update and post position announcements to various websites and list serves
- Update office informational brochures
- Provide reception area coverage including but not limited to answering phones, making copies, checking the mail, filing paperwork
- Assist with compiling data for reports
- Other duties as assigned

Click or tap to enter a date.