

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: College of Liberal Arts & Sciences
POSITION: Office Assistant
SUPERVISOR(S): Kim Pope
PURPOSE / ROLE: Assist staff in CLAS Dean's Office
QUALIFICATIONS: Some office experience preferred, but not required
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:

Answering main phone line, greeting and directing visitors, delivering/picking up materials on campus, filing, preparing mailings, completing other tasks as assigned

18/4/2023