

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: College of Education, Dean's Office

POSITION: Office Assistant

SUPERVISOR(S): Shannon Bell

PURPOSE / ROLE: Assist Dean's Office Staff with Clerical Duties and Assist in the Instructional Technology Center (ITC) with student and customer needs.

QUALIFICATIONS: Students should have some office background/experience and some knowledge about computers (cables, connections, etc.)

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:

Duties in the College of Education, Dean's Office include: Answering phones, making copies, shredding, filing, delivering correspondence across campus, and other duties as assigned.

Student Workers will also help out in the Instructional Technology Center (ITC) across the hall from the Dean's Office. Duties in the ITC include assisting students, faculty, staff and other customers with printing, laminating, using die-cuts, taking-in and counting monies, fixing minor issues with computers in classrooms (i.e., cables, speakers, etc.), classroom technologies, teacher created materials/bulletin boards and other duties as directed by the ITC Director.

18/1/2023