

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Counseling & Higher Education

**POSITION:** Student Worker

**SUPERVISOR(S):** Wendy Lane, Office Manager & Dr. Catherine Polydore, Chair

**PURPOSE / ROLE:** Assist in office, as needed

**QUALIFICATIONS:** Prior office experience, attention to detail, proficient in Office (Excel, Word, Publisher), able to multitask and work independently, asking questions, when necessary.

**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:

Assist the Office Staff and Faculty as needed with office duties, including, but not limited to: running errands on campus, filling documents in student files, making copies and scanning, using binding machine to assist with course packets, answering Department phone, taking messages for those out of office, creating tracking sheets (Excel), creating forms and updating forms as needed in Word and Excel, maintaining the appearance of the office area including the work room, Observation rooms, conference rooms and common areas as needed, filing copy machines and printers with paper, doing inventory on office supplies and other office tasks as needed.

18/1/2023