

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** English  
**POSITION:** Office Assistant  
**SUPERVISOR(S):** Cristine Shick  
**PURPOSE / ROLE:** Assist the Office Manager with office duties  
**QUALIFICATIONS:** [Click or tap here to enter text.](#)  
**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:

Copying and scanning materials for department chair and instructors; Answering telephone; Handling student inquiries; Running errands across campus; Word Processing and online research as needed; Making coffee; Minor cleaning in the classrooms, main office area and mailbox room; Proofreading; Supervising the office when the office Manager is on break, at lunch, or away from her desk; assisting in the Writing Center at the front desk which includes answering the phone and making student appointments

18/1/2023