

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Facilities
POSITION: Central Stores; Warehouse; Garage
SUPERVISOR(S): Michael Gillespie
PURPOSE / ROLE: Assist Staff with Clerical, Warehouse and Garage duties
QUALIFICATIONS:
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:

Central Stores: clerical, data entry on various programs, filing, general misc. office duties
Warehouse: assist in checking UPS, Fed-S and deliveries by various trucking firms. Garage: vacuum, detail vehicles and other various tasks in the garage

Click or tap to enter a date.