

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Foreign Language
POSITION: Office Assistant & tutors
SUPERVISOR(S): Christiane Eydt-Beebe
PURPOSE / ROLE: Assist Office staff Tutor students for Language classes
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:

Office Workers: Answer phone, greet visitors, general office duties

Tutors: Tutor students for Language classes, general office duties, greeting visitors, special projects as directed by faculty.

Click or tap to enter a date.