

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Geology/Geography
POSITION: Office Assistant
SUPERVISOR(S): Jim Davis
PURPOSE / ROLE: Assist with general office 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:

General Office duties including but not limited to: Answering phones, Making copies; Running errands; shredding; Filing; Assist with Special Projects; Write down messages (from visitors and phone calls) legibly and immediately put in faculty mailbox; update Director Board; Update bulletin boards; Post department notices

Click or tap to enter a date.