

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Graduate School

POSITION: Office Assistant

SUPERVISOR(S): Lana Beasley

PURPOSE / ROLE: Assist with entering and scanning data into Banner and 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:

Filing, entering and scanning data into Banner, printing forms and letters, running errands across campus, helping with special events, and occasionally answering phones and covering front desk.

Click or tap to enter a date.