

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Health Education and Resources Center

**POSITION:** Office Assistant

**SUPERVISOR(S):** Eric Davidson

**PURPOSE / ROLE:** Assist with assembly of packets and materials for the Health Education Center and 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:

Answering phone talking messages and directing calls to appropriate individuals or offices. Assembling safe sex packets for Rubber Lover members. Assisting visitors looking for health education materials and information in the resource library. Creating and assisting with bulletin boards to GO program. Posting flyers around campus. Updating databases. Inputting data on spreadsheets. Word Processing. Greet students, staff, faculty and visitors that visit the HERAC with a smile. Ask all visitors who they have come to see and call the person of interest to let them know their guest have arrived.

Click or tap to enter a date.