

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Human Services

POSITION: Office Assistant

SUPERVISOR(S): Joy Rainey

PURPOSE / ROLE: Assist staff and faculty with office duties

QUALIFICATIONS: Attention to detail, positive and professional attitude, computer knowledge

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:

Clerical work - scanning, shredding, copying, filing, organizing, answering phone calls and walk-in inquires, proof reading / supervision of office space when office and professional staff are away from desk / campus errands / prepare recruitment materials and supplies for events / cleaning of office space / maintaining bulletin boards / online research as needed.

Click or tap to enter a date.