

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Leadership and Engagement
POSITION: Office Assistant
SUPERVISOR(S): Crystal Brown
PURPOSE / ROLE: Office Assistant and Volunteer Leader
QUALIFICATIONS: Basic office skills. Ability to follow instructions
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:

Varies office duties including but not limited to: answering the phone, assisting students with questions, volunteer check in, and assisting with reminder phone calls. Will assist on campus toner collections. Additionally the student staff will serve as leaders for our volunteer programs off campus by driving volunteers to the site and serving alongside the volunteers with activities that include distributing marketing material, running the summer meal program, serving as the coordinator for the Thursday night food pantry program and other community activities.

Click or tap to enter a date.