

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: OIAE and TRIO/SSS

POSITION: Student Assistant (Work Study)

SUPERVISOR(S): Mona Davenport, Maggie Burkhead, Lynn Griesemer, OIAE Office Manager

PURPOSE / ROLE: Student Assistants help with office tasks so that offices run smoothly and there is no disruption in service for students/staff needing assistance.

QUALIFICATIONS: Ability to communicate effectively, responsible, good customer service, be able to take direction.

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, posting flyers around campus, calling, email, or texting TRIO/SSS participants to remind them of events/workshops, delivery or pick-up of items throughout the campus, copying, shredding/emptying shredder, answering the telephone when staff are unavailable, assistance at semester events, putting together packets/notebooks for events, typing, faxing, loading copier and printers with paper, dusting, wipe off desks, monitors, and keyboards in Computer Lab, and other duties as assigned.

18/2/2023