

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Office of Financial Aid & Scholarships
POSITION: Office Assistant
SUPERVISOR(S): Mallorie Fonseca
PURPOSE / ROLE: general office duties
QUALIFICATIONS: Attention to detail, can work independently,
CONTRACT DATE: August 21, 2023 through May 3, 2024
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Scanning, indexing, quality control of documents, record keeping, filing documents, data entry, assembling and distributing office resources on campus, and other general office duties as assigned.

18/2/2023