

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Payroll
POSITION: Student Worker
SUPERVISOR(S): Andrea Murphy
PURPOSE / ROLE: Perform basic 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:

Answer telephone or in-person inquiries about basic payroll information. (W-4 forms, direct deposit information, etc)

Scan and index confidential payroll documents. Filing/clean up of old files

Assist payroll staff with entering data into Banner and Excel

Click or tap to enter a date.