

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Pine Honors College
POSITION: Office Assistant
SUPERVISOR(S): Melissa Carr
PURPOSE / ROLE: Assist with general office duties and with honors events.
QUALIFICATIONS: Honor student who is proficient in Work and Excel.
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:

Student will need to have good communication skills as they will be answering the phones and greeting guests. This position includes assisting with special events and projects, preparing mailings for prospective honor students, making campus deliveries, and other duties as assigned. Basic PowerPoint and Publisher skills would be helpful in this position but not required.

8/1/2023