

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Political Science
POSITION: Office Assistant
SUPERVISOR(S): Dawn Porter
PURPOSE / ROLE: Assist in Receptionist and General 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:

Typing/ word processing of exams, handouts, letters. Typing labels for file folders. Copying exams, handouts, schedules and other materials. Delivering/ picking up materials on campus for department chair and faculty. Filing and reorganizing office information and materials. Storing office supplies. Updating display case, bulletin boards, etc. Answering telephone, and meeting/greeting the public when secretary is not available. Filing in during office administrators absence. Working on flyers and promotional materials for the department and faculty member. Assisting office administrator with proofreading of important documents such as schedule and textbook orders.

Click or tap to enter a date.