

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Procurement, Disbursements, and Contract Services
POSITION: Office Assistant
SUPERVISOR(S): Nicole Brooks
PURPOSE / ROLE: Assisting with Front Desk and clerical duties
QUALIFICATIONS: [Click or tap here to enter text.](#)
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:

Mail processing, alphabetizing (alpha numeric), filing, scanning, data entry, answering phones, front desk reception, proof reading, invoice approving, check distribution.

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