

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Office of the Registrar
POSITION: Office Assistant
SUPERVISOR(S): Jennifer Porter
PURPOSE / ROLE: Assist with 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:

Answering phone, assisting students with transcript orders, data entry, filings, shredding, and other duties as needed.

Click or tap to enter a date.