

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: School of Business
POSITION: Clerical Assistant
SUPERVISOR(S): Patty Watson
PURPOSE / ROLE: Assist with general clerical 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:

Getting the mail/sorting/distributing, making copies, restocking the resource rooms with paper and supplies, maintaining the bulletin boards, running errands to other departments on campus.

Click or tap to enter a date.