

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: School of Communication & Journalism
POSITION: Work-study Student Worker
SUPERVISOR(S): Tricia Coffey
PURPOSE / ROLE: Assist with receptionist and office duties
QUALIFICATIONS: Ability to interact professionally and strong attention to detail
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:

Answer phone, greet people entering the office, cover front desk, run on-campus errands, other general office duties

Click or tap to enter a date.