

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Special Education
POSITION: Office Assistant
SUPERVISOR(S): Ryan Siddens
PURPOSE / ROLE: Assist with varies office duties and events
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:

Assist Dr. Havercroft, Ryan, and other faculty as requested. Greet students and alert professors that students are here. Answer phone calls professionally. Take and deliver messages. Do filing. Deliver and collect mail from mailbox. Replenish supplies including highlighters, markers, pens and folder. Make a list of any needed supplies. Be sure printers are filled with paper. Empty shredder bin when needed. Wipe down surfaces in office TMC and tech lab.

Click or tap to enter a date.