

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Student Life Office
POSITION: Clerical Assistant
SUPERVISOR(S): Laurel Fuqua
PURPOSE / ROLE: Assist with general office and receptionist 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:

Responsibilities include, but are not limited to: delivering, picking up and distributing mail, making campus runs, photocopying, filing, computer work, typing, and answering the telephone..

Click or tap to enter a date.