

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Teaching, Learning, and Foundations
POSITION: Office Assistant
SUPERVISOR(S): Cindi Foster
PURPOSE / ROLE: Assist in 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:

General office work: Greet visitors, make copies, basic computer work (word, excel), filing, stock supplies, campus deliveries- mostly returning library books for instructors, light dusting.

Click or tap to enter a date.