

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Student University Union  
**POSITION:** Office/ Clerical  
**SUPERVISOR(S):** Karen Beeson  
**PURPOSE / ROLE:**  
**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 Operations- open/close building, close operations and make sure everything runs smoothly. Office Assistant- answer phones, wait on customers, general office work. Bookstore- Wait on customers, operate cash register, stock shelves, keep items arranged. Bookstore Apple Technician- trouble shoot computers, hands on repairs. Union Bowling- wait on customer, operate cash register and bowling equipment, make small repairs on lanes. Ticket Office- wait on customer, sell bus and concert tickets, answer phones. Custodial- assist BSWs with cleaning the Union and assist with set ups for events. Panther Print and Copy Center- wait on customers, operate copiers, small equipment and cash register, assist in setting up print jobs and with deliveries, drop off and pick up orders to printer. Bartender- wait on customers, operate cash register, set up bars and clean up afterward. Store Clerk- Wait on customers, operate cash register and stock merchandise. Union Parking- ticket writer, monitors parking lots and writes parking tickets for illegally parked vehicles.

Click or tap to enter a date.