

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: University Development
POSITION: Office/Clerical
SUPERVISOR(S): TBD
PURPOSE / ROLE: General Office Assistance
QUALIFICATIONS: Must be willing to report for work off-campus at Neal Welcome Center
CONTRACT DATE: FALL/SPRING SEMESTER FOR 812/23CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Filing paperwork, organizing files, answer phone as needed, help with departmental special events, drive campus car to campus to deliver and pick-up documents, update spreadsheets, empty shredders, decorate for holidays, stuff envelopes for mailings, assist with general office functions.

18/2/2023