

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Benefits
POSITION: Clerical
SUPERVISOR(S): Teresa Jones
PURPOSE / ROLE: Assist in office duties
QUALIFICATIONS: Good work ethic
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:

Student workers will assist the staff of the Benefits office. Responsibilities will include, but are not limited to: delivering, picking up and distributing mail; making campus runs; photocopying; filing; basic computer work; and answering the telephone.

Click or tap to enter a date.