

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: School of Extended Learning
POSITION: Office Assistant
SUPERVISOR(S): Aaron White
PURPOSE / ROLE: Assist with 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:

Answer phone, filing, run errands, other duties as assigned.

Click or tap to enter a date.