

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Office of Accessibility & Accommodations  
**POSITION:** Work Study Student Worker -Office Support Role  
**SUPERVISOR(S):** Breanne Pedigo/ April Jackson  
**PURPOSE / ROLE:** General office support  
**QUALIFICATIONS:** Previous office work experience preferred, not required.  
**CONTRACT DATE:** August 21, 2023 through May 3, 2024  
**RATE OF PAY:** STATE MINIMUM WAGE  
**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

General office duties including filing, shredding, copying, covering the office if needed and other duties as assigned. Student must be able to maintain confidentiality.

18/3/2023