

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Budget Office  
**POSITION:** Office Assistant  
**SUPERVISOR(S):** Heidi Hawkins  
**PURPOSE / ROLE:** Assist with general office duties including data entry  
**QUALIFICATIONS:** Knowledge of Microsoft Excel and Word  
**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 assist the Budget Office as well as the Institutional Research Office in performing various clerical duties. Responsibilities will include, but are not limited to: scanning documents to digitalize office files, filing, proof reading/double check documents, folder and binder labeling, basic data entry, and other clerical duties as needed. Prefer to have Microsoft Office knowledge for assistance with Word documents, Excel spreadsheets, creating/updating charts and graphs, and PowerPoint preparation and updating.

18/1/2023