

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Planning, Budget, and institutional Research

POSITION: Office Assistant

SUPERVISOR(S): Heidi Hawkins Rawlings

PURPOSE / ROLE: Assist with general office duties including spreadsheets, charts and PowerPoint

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:

Various clerical duties such as: backup for answering phones, scanning documents, filing documents, 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 spreadsheet, updating/ chart preparation, and PowerPoint preparation/ updating.

Click or tap to enter a date.