

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Tarble Arts Center  
**POSITION:** Office Assistant  
**SUPERVISOR(S):** Jennifer Seas, Kaen Henry, Gisela Alvarez, Office Manager  
**PURPOSE / ROLE:** Assist with galleries, events and general office work.  
**QUALIFICATIONS:** [Click or tap here to enter text.](#)  
**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:

Monitor galleries; set up for events, attend staff meetings/trainings, and clerical work as needed.

Please click or tap to enter a date.