

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Testing and Evaluation Services
POSITION: Student worker
SUPERVISOR(S): Carrie Gossett
PURPOSE / ROLE: Support staff
QUALIFICATIONS: Office experience, Microsoft Office capabilities, Reception experience
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:

This position requires employee to answer phone and direct calls/take messages, check tests in and out of department, desk reception, labeling packets for faculty evaluations and senior seminar assessments, notifying Student Success GA's of appointment arrivals, shredding papers, distributing campus mail, making copies, delivering assessment packets to various departments around campus, organizing store room, other office duties as assigned.

Click or tap to enter a date.