

Federal Work Study Program Job Description

Job Title	Student Worker	Job Classification	Office Assistant	
Department	Adult Services	Employer	Main Campus 7932 Opossumtown Pike F	
Team	Learning Support	Office Location	Annapolis Hall	
Phone	3018462483	Room Number	A103	Rate of Pay \$11.50
Supervisor	Janice Brown	Supervisor (other) email		
Employment Beginning	Employment Ending			
Summer 2019 (July 1- Aug)	Summer 2020 (May-June 30)			

Department Job Descriptions are approved on a yearly basis (July 1, 2019– June 30, 2020) and should reflect the needs of the Department for the upcoming year. Individual student work agreements are written on a semester by semester basis.

Purpose/Role within the Organization

Provide office support and reception duties for the Office of Adult Services.

Job Duties & Responsibilities

1. Provide reception duties for the Office of Adult Services by greeting students and visitors in a welcoming, professional manner.
2. Answer telephones, provide information, and schedule appointments in accordance with office procedures.
3. Perform clerical duties such as filing, photocopying, and faxing.
4. Assist with confirming appointments, pulling student records, and filing.
5. Assist participants with office forms.
6. Assist faculty, staff, students, and community members with use of the Women's Center and Breast Cancer Resource Center.
7. Assist with office projects and events.
8. Other duties as assigned.

Preferred Skills & Qualifications

1. Ability to maintain confidentiality.
2. Basic computer/computer applications knowledge.
3. Must have excellent telephone/customer service skills; experience in customer service preferred.
4. Must be punctual, dependable, and reliable.
5. Ability to multi-task and be adaptable to changing work situations.

Student must have financial need based on the FAFSA

Evaluation Procedure & Schedules 30 Day Student Worker evaluations are recommended but not required.