

FINE ARTS DEPARTMENT

POSITION: Fine Arts Work Study
DIVISION: Academic Instruction
DEPARTMENT: Fine Arts
BUILDING: Arts & Communication
CAMPUS: Main Campus

FWS SUPERVISOR: Rosemary Bruce
DIRECTOR: Steve Black
VICE PRESIDENT: Jeanie Hardin
PHONE NUMBER: 903.463.8652

HOURS per WEEK: 15
(20hr MAX)

HOURS PREFERRED: 8:00am-4:00pm

JOB DUTIES:

- Will assist with Humanities Program, greet office visitors, run errands for Academic Studies faculty and staff
- Will use various office equipment but not limited to copiers, fax machines, office printers and Xerox machine
- Clerical duties, filling and answering the phone
- Help Prepare bulk mail
- Pick up and sort mail from mailroom in the Administration Building daily
- Will assist with up-keep activities in the Fine Arts Building: painting bulletin boards, repairing/replacing chairs, etc

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.
Some positions require working until 6:00 pm.