

Work Study Job Description:

Academic Studies / Fine Art Department

Vice President: Jeannie Hardin

Director: Ann Kirch

FWS Supervisor: Steve Black

Location: Fine Arts Building

Contact Number: 8652

Job Duties:

- 1) Filling, Xeroxing, answering the telephone.
- 2) Will assist with Humanities program, greet office visitors, run errands for Academic Studies faculty and staff.
- 3) Help prepare bulk mailing, take mail and retrieve mail from the Administration Building.
- 4) Will use various office equipment but not limited to copiers, fax machines and office printers.
- 5) Will assist with up-keep activities in the Fine Arts Building: painting bulletin boards, repairing/replacing chairs, etc.

Hours per week: 20 Hours

(20 hours Maximum)

Hours preferred: 8:00 am - 4:00 PM

Special Needs/Information: