

Work Study Job Description:

Administration Building

Vice President: Jeanie Hardin

Director: Steve Davis

FWS Supervisor: Michelle Flores

Location: Center for Interdisipline Studies

Contact Number: 8777

Job Duties:

- 1) File paperwork and copy miscellaneous documents
- 2) Provide assistance in the front desk area and on the telephone
- 3) Pick up and sort mail from mailroom daily
- 4) Type miscellaneous documents
- 5) Assist director and instructors with miscellaneous projects
- 6) Other duties as assigned.

Hours per week: 20 maximum

Hours preferred: Flexible

Dependability is a must and the work schedule is constructed in conjunction with the student schedule and operation hours.

Special needs/information: Must have the ability to provide 'excellent' customer service