

Academic and Workforce Instruction

POSITION:	WORK STUDY	FWS SUPERVISOR:	Chase Machen
DIVISION:	Academic Studies Division	PHONE NUMBER:	903-463-8608
DEPARTMENT:	Dean's Office	DIRECTOR:	N/A
BUILDING:	Liberal Arts/Health Science	VICE PRESIDENT/DEAN:	Dava Washburn
CAMPUS or ADDRESS:	Main Campus	RATE OF PAY:	\$11.00 hr
		HOURS per WEEK:	19 (19 hr. Max)

HOURS
PREFERRED: Flexible

JOB DUTIES: Work study students for the Dean's Office are expected to perform the following duties, however, assignments are not limited to those listed below and they are expected to perform additional duties as they may arise.

1. Filing paperwork.
2. Making copies for faculty members, adjunct faculty persons, department chair program coordinators, etc.
3. Answering the telephone and taking/delivering messages
4. Greeting office visitors and assisting them, if possible.
5. Running errands for Academic and Workforce faculty and staff as requested.
6. Assisting with the various "up-keep" activities in the Liberal Arts Building (replacing chairs, rearranging classrooms, etc.)/Health Science Building.
7. Taking out-going mail and retrieving mail.
8. Helping to prepare bulk mail projects and other mail projects.
9. Maintain confidentiality and professionalism in matter and dress.
10. Expected to learn various office equipment including, but not limited to, copier, fax machines, office printers, etc.
11. Ability to work with limited supervision after training is completed.

SOFTWARE:

SKILLS:

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 the student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

There is no formal evaluation procedure, however, worker studies are expected to:
Follow all GC Standards of Conduct as found in the Employee handbook
Demonstrate the Viking Values - balance, clarity, gratitude, service, teamwork & trust
Comply with all state and federal laws and regulations related to higher education
Maintain the confidentiality of student information and other private records
Maintains a professional appearance and professional demeanor.
Failure to do so will result in disciplinary action as outlined in the employee handbook