

## JOB DESCRIPTION

Source:	Federal Work Study
Department:	MESA
Location:	MESA
Job Number:	
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	K. Marie Brooks
Duties include:	
<ul style="list-style-type: none"><li>• General office task</li><li>• Greeting visitors</li><li>• Answering the telephone</li></ul>	
Requirements:	
<ul style="list-style-type: none"><li>• Knowledge of computers</li><li>• Commitment to maintaining appropriate confidentiality</li><li>• Good organizational and communication skills</li></ul>	