

JOB DESCRIPTION

Source:	Federal Work Study
Department:	Business and Social Sciences
Location:	Business and Social Sciences Office
Job Number:	
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	Gina LaBorde

Duties include:

- General receptionist responsibilities which include meeting the public, answering the telephone, taking messages, delivering messages, and running errands.
- Typing responsibilities include typing general correspondence, memorandums, and various forms.
- Using a copier.
- Delivering mail to and from the college post office.

Requirements:

- Typing experience helpful.
- Computer and word processing experience a plus.
- Good organizational and communication skills required.