

## JOB DESCRIPTION

Source:	Federal Work Study
Department:	Housing
Location:	Tiger Village
Job Number:	
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	Missie Crawford
Duties include:	
<ul style="list-style-type: none"><li>• Answering the phone.</li><li>• Assisting residents when needed.</li><li>• Assisting with any other requests made by the Resident Manager.</li></ul>	
Requirements:	
<ul style="list-style-type: none"><li>• Knowledge of general office procedures is a plus.</li><li>• Good organizational and communication skills are required.</li></ul>	