

JOB DESCRIPTION

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