

## JOB DESCRIPTION

Source:	Federal Work Study
Department:	Health, Physical Education, and Recreation (HPER)
Location:	Health, Physical Education, and Recreation (HPER)
Job Number:	
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	Martha Morgan
Duties include:	
<ul style="list-style-type: none"><li>• General clerical responsibilities.</li></ul>	
Requirements:	
<ul style="list-style-type: none"><li>• Computer skills.</li><li>• Good telephone manners, attitude and personality.</li><li>• Good organizational skills.</li><li>• Prior office experience is beneficial.</li><li>• Ability to work on multiple tasks.</li><li>• Student must take the job seriously and be a reliable employee.</li><li>• Self-starters are desired.</li><li>• Willingness to work at least the minimum hours assigned per week.</li></ul>	