

## JOB DESCRIPTION

Source:	Federal Work Study
Department:	Humanities and Learning Support
Location:	Humanities and Learning Support
Job Number:	
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	Nikki Sanks

Duties include:

- General clerical duties

Requirements:

- Computer skills.
- Good telephone manners, attitude and personality.
- Good organizational skills.
- Prior office experience is beneficial.
- Ability to work on multiple tasks.
- Student must take the job seriously and be a reliable employee.
- Self-starters are desired.