

JOB DESCRIPTION

Source:	Federal Work Study
Department:	Student Affairs
Location:	Student Activities
Job Number:	
Job Title:	Student Worker
Pay Rate:	\$6.55 / hour
Supervisor:	Josey Cameron / Jeff Timothy
Duties include:	
<ul style="list-style-type: none">• General office task• Greeting visitors• Upkeep of the marquee• Answering the telephone	
Requirements:	
<ul style="list-style-type: none">• Knowledge of computers• Commitment to maintaining appropriate confidentiality• Good organizational and communication skills	