



FEDERAL WORK-STUDY JOB DESCRIPTION

2025-2026

Job Title: Work Study Student – Arts and Sciences Division

Department: Arts and Sciences Division

Name of Supervisor(s): Mel Hancock

Rate of Pay: \$12.00

Length of Time: 2025 Fall Semester

Department Description: Arts and Sciences Division

Job Description: Clerical

Central Campus / Hours required per week: 20

Responsibilities:

1. request, put away and restock paper for copy machines in faculty work rooms
2. trouble shoot copy machines and submit IT tickets if necessary
3. scan documents as needed
4. stock and man the office located on the A-wing to assist faculty
5. review, organize and upload addenda to SharePoint site
6. assist students
7. assist with events
8. notify students of instructor absences
9. running errands on campus
10. make graduate placement calls
11. Other duties as assigned

Required Qualifications: positive personality, ability to bend and lift 25 lbs., great phone and email etiquette

Desired Skills: Desired Skills:

1. Computer
2. Internet
3. Customer service
4. Phone
5. Office 365

Evaluation Procedures and Schedules:

***Job descriptions are required at beginning of each academic year. Job descriptions may be changed to meet Federal Work –Study Regulations, or state/ federal employment law.**