



**Federal Work Study Position Description**

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**Position Title:**

Work Study for Instruction

**Supervisor Name:**

Cheryl Miller

**Department:**

Instruction

**Supervisor Phone Number:**

726-2255

**Physical Job Location (room/building):**

H/ front desk

**Approximate Hours Per Week:**

20

**Position Requirements**

Must be able to work approx. 20 hours, preferably between 10-2.

Must be able to provide excellent customer service to faculty and others by assisting where needed.

**Primary Job Duties**

Answer phone and direct calls to appropriate personnel.

Scan documents to Etrieve.

Shred documents as needed.

Assist with filing as needed.

Assist with collection and distribution of mail as needed.

Assist with making sure supplies are available.

Assist with typing or any other duties as needed by faculty.