



**Federal Work Study Position Description**

<b>Position Title:</b> Adult Education Work Study
<b>Supervisor Name:</b> Shari Brown / Cindy Richards
<b>Department:</b> Adult Education
<b>Supervisor Phone Number:</b> 828-726-2235 (Shari) 828-726-2273 (Cindy)
<b>Physical Job Location (room/building):</b> G-Building/upstairs
<b>Approximate Hours Per Week:</b> 15

**Position Requirements**

Willingness to work, good work ethic, not afraid of trying new things when asked, good attendance, ability to stick to a schedule and to be on time and the ability to follow instructions. Knowledge of Microsoft Word and Excel preferable.

**Primary Job Duties**

Filing, pulling old files and creating new files, type documents, assist the instructors/coordinators/staff when asked, sit at the front desk and answer the phone if/when asked, assist in keeping the Records Room tidy, submit orders to the print shop, general clerical tasks and some minor lifting.