Job Title: Federal Work Study

JOB SUMMARY

The Federal Work Study assists with general clerical duties for a department in a technical college.

MAJOR DUTIES

- Assists in clerical duties including photocopying, filing/alphabetizing documents, folding and stuffing mail-outs;
- Receives, screens and directs telephone communications, and greets or assists internal or external customers;
- Enters data from source documents into computer using keyboard or scanning devise;
- Updates department bulletin boards;
- Assists with events and job fairs. Organizes materials for packets for events;
- Maintains supplies and completes office supply orders;
- Assembles lab books; washes glassware, organize/cleans labs;
- Processes library materials; checks in/out books to library patrons. Ensures materials on library shelves are straight and in order.

COMPETENCIES

- Ability to break larger tasks into manageable smaller tasks
- Skill in the operation of computers and job related software programs
- Organizational skills
- Oral and written communication skills.

MINIMUM QUALIFICATIONS

- High school diploma or GED
- Financial need and PELL eligible
- Be enrolled as a student at the location seeking employment
- Satisfactory academic progress for Federal Student Aid programs

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.