

# Geology Department Work Study Job Descriptions

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## **Office Assistant**

Responsibilities:

- Photocopying
- Scanning
- Errands
- Mail Distribution
- Post event posters
- Shredding
- Pick up and deliver packages from college mail room

Qualifications:

- Must adhere to confidentiality expectations
- Punctual, dependable and pleasant
- Ability to work independently and follow directions

## **Research assistant**

Responsibilities:

- Assist geology professors with various research projects
- Tasks may include Office Assistant responsibilities listed above

Qualifications:

- Prefer geology major
- Ability to work independently and follow directions
- Faculty may want to personally interview applicants after initial screening