

## Student Job Description

Department: Academic Opportunity Program      Location: OLIN 112

Supervisor's Name: Tatiana Padmore

Please indicate hours/shifts available: Mondays through Fridays, 10:00 a.m. to 4:30 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: The work study student's role in the AOP Office is to help the Coordinator with daily tasks and projects.

### Duties and Responsibilities:

- Provide phone coverage
- Pick up, drop off and distribute mail
- Run errands on campus
- Copying and faxing
- Stock printers and copies with paper
- Regulate and organize the computer database
- Other projects, as needed

### Qualifications for the Position:

- Ability to work independently and follow directions