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