Student Job Description

Department: Classics and Philosophy Departments       Location: Lamont 108

Supervisor’s Name: Magdalene White

Please indicate hours/shifts available: Mondays - Fridays, day time

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:
Student workers are an important part of the Classics and Philosophy Departments. The students assist with essential day-to-day office tasks and help the work study supervisor with other larger projects as needed. In addition, the student workers help professors, which can include assistance with research and poster design. The students will learn important office skills that will serve them in future careers.

Duties and Responsibilities:
- Assistance with preparation of class materials
- Assist faculty with research as needed
- Scanning
- Photocopying
- Cover office presence and answer telephones
- Develop and post department events and course notices
- Organizing
- Run on-campus errands as necessary

Qualifications for the Position:
- Adherence to confidentiality expectations
- Pleasant and willing attitude
- Ability to be courteous and helpful to faculty, students and staff at all times
- Punctual and dependable
- Ability to work independently and follow directions