

## Student Job Description

Department: English Department

Location: Karp Hall, Room 115

Supervisor's Name: Debbie Catharine

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 assist the Administrative Assistant and Faculty in the English Department.

Duties and Responsibilities:

- Gather information each term for department booklet and make copies of department booklet
- Update term schedules as needed for posting
- Photocopy course materials for faculty as needed
- Run errands on-campus
- Scanning, faxing, and mailing
- Develop and circulate notices for English Department events
- Assist in maintaining photocopiers
- Check office supply inventory and organize inventory

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
- Attention to detail
- Ability to work independently and follow directions