Student Job Description

Department: Fraternity & Sorority Life       Location: Reamer 408

Supervisor's Name: Liz Artz/Jenn Jerussi

Please indicate hours/shifts available: Mondays through Fridays, 9:00 a.m. to 5:00 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Work study students serve as the primary office assistants for the Office of Fraternity and Sorority Life.

Duties and Responsibilities:
• Answer phones and greet guests
• Monitor Greek Life email account
• Create office newsletters
• Other projects, as needed

Qualifications for the Position:
• Prefer an upperclass student with an understanding of Greek Life