

## 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