

Student Job Description

Department: Political Science

Location: Lippman Hall

Supervisor's Name: Carol Fortsch

Please indicate hours/shifts available: Mondays - Fridays, daytime

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:

Students assist with essential day-to-day office work and assist the work study supervisor as needed.

In addition, the student workers assist professors as needed.

Duties and Responsibilities:

- Preparing, typing and working with the Department Chair and Professors to develop the layout the department newsletter, which is printed each trimester
- Answer telephones and take messages/phone presence during Administrative Assistant lunch hour
- Photocopying and collating class materials (often on short notice)
- Prepare mailings for students and faculty
- Deliver books and pick up inter-library loan materials
- Look up articles from periodicals and photocopy them in the library
- Prepare and post fliers
- Carry light items to and from storage
- Run errands on-campus as necessary/deliver or pick up items from other offices

Qualifications for the Position:

- Accuracy is essential
- Computer knowledge and the ability to follow instructions
- Ability to be courteous and helpful to faculty, students and staff at all times
- Punctual and dependable