

## **ACADEMIC AFFAIRS**

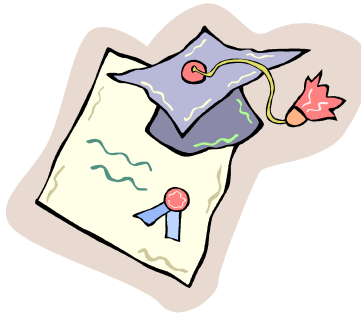
Building: 361 Rice Circle Room: First Floor

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### **Job Description:**

Federal Work Study students would assist the Department of Academic Affairs with general office work including but not limited to answering phones, filing, faxing, photocopying as well as doing errands around campus as needed.

### **Preferred Skills:**

Serious minded, computer literate, personable, excellent communication skills, and detail oriented.