

## HEALTH, PHYSICAL EDUCATION, & RECREATION

Building: P Room: P218, 226 Main Lobby

Contact Person: Donna Bacon

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### Job Description:

Federal Work Study students would assist with special projects, data entry, filing, alphabetizing, answering incoming phone calls and general clerical duties.

### Job Skills Preferred:

Excellent office skills, computer knowledge, articulate, personable, reliable and punctual. Afternoon hours required.