

OFFICE OF THE DEAN OF STUDENTS

BUILDING: CCB ROOM: 312 3RD FLOOR

Contact Persons: Robin William

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Job description

Federal Work Study students working will assist in answering phones, light typing, running errands, making copies, and general office work.

Job Skills preferred

Federal Work Study students seeking to work in the Office of the Dean of Students should possess a professional phone manner and be able to perform general clerical tasks. Must have a clear speaking voice and dress appropriately for an office setting.