



# Federal Work Study Job Description

## 2018-19

July 1, 2018 - June 30, 2019

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Job Title:   Athletics Front Office Clerk    
Site Supervisor \*:   Ruschel Harris    
Department:   Athletics    
Location:   Susquehanna Center    
Phone:   443-412-2226   E-Mail:   ruharris@harford.edu  

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Job description/specific duties:                      Number of Students Requested:   2  

- Receptionist for front desk
- Data entry
- Filing
- Answering phones/take messages

**Special abilities/skills required:**

- Knowledge of Microsoft Word/Excel
- Knowledge of searching on internet

**Work schedule:**

Work hours are flexible and can be arranged to fit the student's schedule:

Monday -   4    
Tuesday -   4    
Wednesday -   4    
Thursday -   4    
Friday -   4

Saturday - \_\_\_\_\_

Sunday - \_\_\_\_\_

Total hours per week requested per student: \_\_\_\_\_15-20\_\_\_\_\_

RATE OF PAY: \$10.50 for all students and positions

Check semester(s) covered by this request:

- Year-Round (July-June)
- Fall (September – December)
- Spring (January – May)
- Summer (June – August)

Additional comments:

\_\_\_\_\_Would like to have someone as soon as possible with these skills. \_\_\_\_\_

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*\* Contact Site Supervisor to interview for this position.*

Date of Request: \_\_\_\_\_12/4/2018\_\_\_\_\_

If you have a particular student you would like to request, please email Robin Sullivan with the name of the student.