



Federal Work Study Job Description

2019-20

July 1, 2019 - June 30, 2020

Job Title: Clerical Assistant to the Administrative Assistant for the Library & CETL

Site Supervisor *: Gina Calia-Lotz

Department: Library/CETL [Center for Excellence in Teaching & Learning]

Location: Library & MD Hall

Phone: 443-412-2316 **E-Mail:** ssiebert@harford.edu

Job description/specific duties:	Number of Students Requested: 1
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- Use of printers; filing; assistance with mailing
- Monitoring and maintaining supplies
- General maintenance of study rooms and library workspaces
- Assistance at Library public service desks as needed
- Other duties as assigned

Special abilities/skills required:

- Working knowledge of Microsoft Office, especially Word, Excel, & Outlook
- Professional work attitude and strong work ethic

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

Total hours per week requested per student: 12-15

RATE OF PAY: \$12.00 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:

We can be flexible with hours during the day, 7:30 a.m. to 5:00 p.m., Monday through Friday; however, evening and weekend hours are not available.

A professional attitude is a must. Use of devices for entertainment or personal reasons, and personal conversations with family or friends is restricted during paid work time. Business casual attire is required. Candidates must be student/customer-service oriented. Candidates must understand the quiet nature of the Library.

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

Date of Request: 1/15/20

If you would like to request a specific student, please send an email to Robin Sullivan at rsullivan@harford.edu.