



Federal Work Study Job Description

2019 - 2020

July 1, 2019 - June 30, 2020

Job Title: Office Assistant – Academic Affairs Operations

Site Supervisor *: Laura J. Drake

Department: Academic Affairs Operations

Location: Edgewood Hall

Phone: 443-412-2204

E-Mail: ldrake@harford.edu

Job description/specific duties:

Number of Students Requested: ___1___

- Filing
- Copying, Faxing
- Mailings
- Running errands on campus
- Other clerical duties as assigned

Special abilities/skills required:

- Basic computer skills including Microsoft Office
- Attention to detail required

Work schedule:

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

Monday –Between 8:00 am and 6:30 pm

Tuesday – Between 8:00 am and 6:30 pm

Wednesday – Between 8:00 am and 6:30 pm

Thursday – Between 8:00 am and 6:30 pm

Friday – Between 8:00 am and 4:30 pm

Total hours per week requested per student: 15 - 20

RATE OF PAY: \$11.50 for all students and positions

Check semester(s) covered by this request:

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

Additional comments: NA

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

Date of Request: July 11, 2019

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