

**Adams State College
Athletics**

Work Study Job Description

Work Study Job Title: Office Aid

Job Description: Must be able to type letters, memos, forms, etc.; help prepare camp materials to mail, help with volleyball inventory, answer phones, and help with recruiting visits. Other duties assigned as needed.

School/Department: Athletics – Volleyball

Contact Person: Lindy Mortensen (Head Volleyball Coach)
Address: PH 108
Phone: 587-7456