

Adams State College  
Administrative Offices, Student Financial Services

Work Study Job Description

**Work Study Job Title:** Clerk/Typist  
**Job Description:** Must be responsible, reliable, self-motivated individual. Customer service skills are a must. Basic computer skills are desirable. Duties include answering phone, typing deposits in Excel, proof-reading, filing, sorting mail, shredding, and answer commonly asked questions, other office duties as needed. This is a great opportunity to add to your work experience and sharpen your business skills.

**To Apply:** Submit a letter of application including why you are interested in this position. Also submit a resume and three references.

**School/Department:** Student Financial Services  
**Contact Person:** Greg Cook  
**Address:** RH 130  
**Phone:** 587-7941