

Adams State College
Student Affairs

Work Study Job Description

Work Study Job Title: Clerk/Typist
Job Description: Must be able to answer phones, make appointments, perform receptionist duties, make copies, type letters, memos, forms, etc., proofread materials, sort mail, do basic filing, assist with Center outreach projects, and other duties as assigned. Employment is contingent upon work study employee agreeing to maintain confidentiality regarding all Counseling & Career Center clients at all times. Violation of client confidentiality is grounds for dismissal.

School/Department: Counseling & Career Center
Contact Person: Gregg Elliott
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