

Adams State College  
School of Arts and Letters, English Department

Work Study Job Description

**Work Study Job Title:** Office Assistant

**Job Description:** Must be able to type letters, memos, forms, reports, etc., proofread materials, sort mail as necessary, filing skills, answer phones and other assigned duties. Must be honest, dependable and personable.

**Department:** School of Arts and Letters- English

**Contact Person:** Paul Tigan

**Address:** ES 329

**Phone:** 7771