

Adams State College  
Administrative Offices, Facilities Services

Work Study Job Description

**Work Study Job Title:** Clerk/Typist  
**Job Description:** Must be able to type letters, memos, forms, etc., proofread materials, sort mail, basic filing, answer phones, and other assigned duties.

**School/Department:** Facility Services  
**Contact Person:** Deanna Rodman  
**Address:** Facilities Services  
**Phone:** 587-7951