

Adams State College
Student Engagement and Success

Work Study Job Description

Work Study Job Title: Clerk/Typist
Job Description: Must be able to type letters, forms, memos, reports, etc, proofread materials, sort mail as necessary, do basic filing, answer telephones and other assigned duties. Must be computer literate and have general knowledge of Excel and Microsoft Word. Must be a self-starter.
Contact Person: S. Masood Ahmad
Department/School: SES
Address: Student Union, Room E-325
Phone: 587-7858