

Adams State College  
Administrative Offices, Finance and Administration

Work Study Job Description

**Work Study Job Title:** Clerk/Typist

**Job Description:** Must be able to type accurately and be fluent with Microsoft Word, Excel & Access Database, proofread materials, sort mail and do basic filing. Act as a receptionist and answer telephones for the office as well as other duties as assigned.

**School/Department:** Finance and Administration

**Contact Person:** Angela Ary

**Address:** RH 118

**Phone:** 587-7727