

Adams State College  
School of Arts and Letters  
Foreign Language

Work Study Job Description

**Work Study Job Title:** Office Assistant  
**Job Description:** Must be able to write and speak Spanish fluently, type letters, memos, forms, etc., proofread materials, sort mail, do basic filing, answer phones, make appointments, and perform receptionist duties, and other duties as assigned. Must have basic PC skills, take direction well and be personable, dependable, well organized and flexible.

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