

Adams State College
School of Arts and Letters, History Government

Work Study Job Description

Work Study Job Title: Student Assistant
Job Description: Must be able to type letters, memos, forms, reports, etc., proofread materials, grade scantron forms and enter grades, do basic filing, research, data entry, and be familiar with word, formatting, etc. In addition, create flyers, good with computers, post flyers around campus.

School/Department: Arts & Letters
(History/Government)

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