

**ADAMS STATE COLLEGE  
HPPE DEPARTMENT**

**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, do basic filing, answer phones, make appointments, and perform reception duties and other duties as assigned. Assist faculty as needed.

**School/Department:** HPPE

**Contact Person:** Barbara J. Griego-Jones

**Address:** Plachy Hall #115, Adams State College

**Telephone:** (719) 587-7208