

**Adams State College
Administrative Offices**

Student Assistant Job Description

Job Title: **President's Office Student Assistant**

Job Description: Must be able to answer telephones, schedule appointments, proofread materials, sort mail, perform basic filing, mail information to groups and individuals within and outside the campus, greet customers and other duties as assigned. Must have excellent organizational skills and be familiar with Microsoft Word and Excel programs.

School/Department: Office of the President
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