

Adams State College
Administrative Offices

Work Study Job Description

Work Study Job Title:
Job Description:

Provost Office Assistant

Must be able to answer telephones, schedule appointments, greet customers, and direct traffic flow in the office. Must be able to proof read materials, sort mail, perform basic filing, Xerox items and mail information to groups and individuals within and outside the campus. This position will on occasion type correspondence (ie letters, memos, and forms) in Excel and Microsoft Word programs and provide some data entry services to Excel spreadsheets, Microsoft Word, and Banner network system.

School/Department
Contact Person:
Email Address:
Address:
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