

Adams State College
Administrative Offices, Purchasing Office

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. Other duties assigned as needed.

School /Department: Purchasing Office
Contact Person: Renee Vigil
Address: RH 122
Phone: 587-7526