

Adams State College  
Administrative Offices, Records Office

Work Study Job Description

**Work Study Job Title:** Clerk/Typist  
**Job Description:** Responsible for assisting supervisor, registering students, answering phones and other general office duties including filing.

**School/Department:** Records Office/One Stop  
**Supervisor:** Toni Sanchez  
**Address:** Records (RH 188)/One Stop  
**Phone:** 7327 or 7307