

Adams State College
Administrative Offices, Records Office

Work Study Job Description

Work Study Job Title:

Clerk/Typist

Job Description:

Are you looking for a work-study position that will give you the opportunity to gain the necessary office experience that so many employers demand but few are willing to offer?

The Records Office is looking for a work-study student with outstanding work ethic and the desire to learn new skills. This student must be able to begin work immediately beginning spring 2009. Additionally, this student should be willing to work during the summer semesters as well.

Major duties will revolve around updating student data in our student information system, filing and general office duties. Please contact me with inquiries as soon as possible. A résumé and letters of reference are helpful and appreciated.

School/Department:

Records Office

Contact Person:

Danielle Smith

Address:

RH 188

Phone:

587-7321