

Adams State College
Student Affairs, Rex Activity Center

Work Study Job Description

Work Study Job Title: Student Administrative Assistant
Job Description: Performs the following duties: oversee student payroll as it relates to managing hours, collecting and turning in paperwork as directed by Financial Aid; collect and distribute mail to the appropriate offices; assist with daily paperwork and other tasks directly related to the Rex Activity Center and Campus Recreation.

School/Department: Student Affairs, Rex Center
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