

Adams State College
School of Arts and Letters, Sociology Department

Work Study Job Description

Work Study Job Title: Student Assistant in Sociology

Job Description: Requires that the student help the professor keep track of class participation, input grades, type memos and letters, do some library research, maintain confidentiality of student grade information, and generally assist with record keeping duties. Knowledge of Microsoft Word, Excel, and Access and a willingness to work about 8 hours per week. A GREAT JOB TO PUT ON YOUR RESUME.

Department: Sociology

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