

Adams State College
School of Arts and Letters, Sociology Department

Work Study Job Description

Work Study Job Title: Student to Assist Sociology Professor
Job Description: Requires that the student helps the professor keep track of class participation, input grades, type memos and letters, do some library research, and generally assist with record keeping duties. Knowledge of Microsoft Word, Excel, and Access and a willingness to learn SPSS desired. Student must be self-motivated, dependable and willing to work about 8 hours per week. Sociology major preferred. A GREAT JOB TO PUT ON YOUR RESUME.

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