

Adams State College
Administrative Offices, Facilities Services

Work Study Job Description

Work Study Job Title: Supply Clerk
Job Description: Make deliveries, accept orders from vendors, stock shelves, enter data in the computer under the inventory system, good telephone manners, some lifting involved, and operation of a pallet jack.

School/Department: Facility Services
Contact Person: Jackie Vigil
Address: Facilities Services
Phone: 587-7951