

Adams State College  
Teacher Education Department

Work Study Job Description

**WORK STUDY DUTIES**

Answering phones

Filing

Copying

Cleaning (general, kitchen, ES 222, ES 243)

Fluffing and spraying couches

Watering flowers

Decorating bulletin boards

Moving cases of paper

Vacuuming and cleaning vacuum

And other duties as assigned

Contact Darneil, 587-7776