

Adams State College  
Upward Bound

Work Study Job Description

**Job Title:** Office Assistant

**Job Description:** Student will perform general office duties such as filing, copying, answering phone and taking messages, posting grades, designing reminders, typing labels, preparing mailings, etc.

Student must be responsible, detail oriented and have a basic knowledge of Microsoft Office software programs and using a typewriter.

**School/Department:** Upward Bound

**Contact Person:** Carmen Jaramillo

**Address:** Richardson Hall, Room 245

**Phone:** 587-7865