



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Financial Aid; Foundress Hall
Supervisor:	Nicole Lenares
Supervisor Preferred Contact Information:	nlenares@annamaria.edu
Position Title/Classification:	Office Assistant
Positions Available:	1
Hourly Wage:	\$15
Job Description:	The Office Assistant will assist professional staff members in answering student phone calls and emails. They will also be responsible for documentation collection and processing and any other special projects as assigned.
Duties Performed:	<ul style="list-style-type: none">• Phone Calls• Emails• Document collection• Filing• Special projects as assigned
Specific Qualifications:	None
Hours/Week:	10
Special Application Instructions:	Interview required

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: