



Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Academic Affairs; Trinity Hall West
Supervisor:	Kelly Champagne
Supervisor Preferred Contact Information:	kchampagne@annamaria.edu
Position Title/Classification:	Office Assistant
Positions Available:	1
Hourly Wage:	\$15
Job Description:	The office assistant will assist members of Academic Affairs and Academic Departments and Faculty located in Trinity Hall with basic office duties and special projects as assigned.
Duties Performed:	Filing Scanning/Copying Assisting with maintaining supply room Running errands on campus Special Projects as assigned
Specific Qualifications:	None
Hours/Week:	6-8
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: