## Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

<table>
<thead>
<tr>
<th>Department/Location:</th>
<th>Public Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Officer Shawn Davis</td>
</tr>
<tr>
<td>Supervisor Preferred Contact Information:</td>
<td>508-494-9010</td>
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<tr>
<td>Position Title/Classification:</td>
<td>Data Entry Specialist</td>
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<tr>
<td>Positions Available:</td>
<td>1</td>
</tr>
<tr>
<td>Hourly Wage:</td>
<td>$15</td>
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<tr>
<td>Job Description:</td>
<td>Computer data entry for student parking sticker info</td>
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<tr>
<td>Duties Performed:</td>
<td>Typing hand-written documents into computer program</td>
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<tr>
<td>Specific Qualifications:</td>
<td>Criminal Justice Major – Basic Typing Skills</td>
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<td>Hours/Week:</td>
<td>5</td>
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<tr>
<td>Special Application Instructions:</td>
<td>Schedule brief interview with Officer Shawn Davis at Public Safety Office 2:30 – 930 PM Tuesday – Friday</td>
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</tbody>
</table>

Dates of Employment (check one):

- ☐ Full Academic Year
- ☐ Fall Semester Only
- ☐ Spring Semester Only
- ☐ Summer Semester Only
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