



**ANNA MARIA**  
COLLEGE

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

50 Sunset Ln.

Paxton, MA 01612

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

Dates of Employment (check one):

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

Summer start date:

Summer end date: