



**ANNA MARIA**  
COLLEGE

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

50 Sunset Ln.

Paxton, MA 01612

<b>Department/Location:</b>	Student Life Office/Campus Center
<b>Supervisor:</b>	Laurie Hickey
<b>Supervisor Preferred Contact Information:</b>	lhickey@annamaria.edu
<b>Position Title/Classification:</b>	Federal Work Study
<b>Positions Available:</b>	1
<b>Hourly Wage:</b>	\$15
<b>Job Description:</b>	Office Assistant
<b>Duties Performed:</b>	Assist office visitors and help with admin. tasks
<b>Specific Qualifications:</b>	Available during some hours M-F 11am-4pm
<b>Hours/Week:</b>	Approx. 5
<b>Special Application Instructions:</b>	

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: