



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Health Science
Supervisor:	Joan-Beth Gow, Interim Program Director
Supervisor Preferred Contact Information:	jgow@annamaria.edu
Position Title/Classification:	Office and lab assistant
Positions Available:	2
Hourly Wage:	\$15
Job Description:	Assist faculty members with copies, document management, lab duties
Duties Performed:	<ul style="list-style-type: none">• Photocopying• Document distribution, filing• Cleaning glassware• Help with teaching lab set up & clean up• Special projects as assigned
Specific Qualifications:	None
Hours/Week:	Interest in science
Special Application Instructions:	Interview with Health Science director

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: