



**ANNA MARIA**  
COLLEGE

**Anna Maria College On-Campus Non-FWS**

50 Sunset Ln.

Paxton, MA 01612

<b>Department/Location:</b>	Business Office / Trinity 2 <sup>nd</sup> floor
<b>Supervisor:</b>	Sue Wallace
<b>Supervisor Preferred Contact Information:</b>	swallace@annamaria.edu
<b>Position Title/Classification:</b>	Office Assistant / clerk
<b>Positions Available:</b>	Yes
<b>Hourly Wage:</b>	\$15
<b>Job Description:</b>	General office duties, filing, basic data entry
<b>Duties Performed:</b>	
<b>Specific Qualifications:</b>	Knowledge of Excel and Word
<b>Hours/Week:</b>	10
<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: