



**ANNA MARIA**  
COLLEGE

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

50 Sunset Ln.

Paxton, MA 01612

<b>Department/Location:</b>	Athletic Department
<b>Supervisor:</b>	Michele Coakley
<b>Supervisor Preferred Contact Information:</b>	<a href="mailto:mcoakley@annamaria.edu">mcoakley@annamaria.edu</a>
<b>Position Title/Classification:</b>	Athletic Department Office Assistant
<b>Positions Available:</b>	2
<b>Hourly Wage:</b>	\$15.00
<b>Job Description:</b>	Students will assist with general office work including; filing, data entry, mail, and various other duties assigned by the supervisor and athletic department administrative staff.
<b>Duties Performed:</b>	<ul style="list-style-type: none"><li>• See Above</li><li>•</li></ul>
<b>Specific Qualifications:</b>	None
<b>Hours/Week:</b>	Varies
<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: