



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

50 Sunset Ln.

Paxton, MA 01612

<b>Department/Location:</b>	The Writing Center/Trinity East
<b>Supervisor:</b>	Dana Sheehan
<b>Supervisor Preferred Contact Information:</b>	dsheehan@annamaria.edu
<b>Position Title/Classification:</b>	Office Assistant
<b>Positions Available:</b>	2
<b>Hourly Wage:</b>	\$15
<b>Job Description:</b>	The Office Assistant will assist professional staff with any other special projects as assigned.
<b>Duties Performed:</b>	<ul style="list-style-type: none"> <li>• Administrative work such as filing and copying</li> <li>• Data entry projects using excel and word</li> <li>• Tutor scheduling as needed (not being a tutor, just helping with scheduling)</li> <li>• Board creation and upkeep (weekly and monthly board rotations and updates)</li> <li>• Help with workshop flyer creation and distribution</li> <li>• Mini projects as needed assigned by the Director</li> <li>•</li> </ul>
<b>Specific Qualifications:</b>	None
<b>Hours/Week:</b>	2-10
<b>Special Application Instructions:</b>	Interview required

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: