

**COLLEGE WORK-STUDY  
JOB DESCRIPTION**

**NAME OF DEPARTMENT:** Arts and Sciences

**NAME OF WORK-STUDY SUPERVISOR:** Jodi Herlick

**CONTACT INFORMATION:** [jherlic@northcentral.edu](mailto:jherlic@northcentral.edu) or 612-343-4737

**WAGE RATE:** \$7.50 per hour

**LENGTH OF EMPLOYMENT:** 2008-2009 academic year (August 27, 2008 - May 6, 2009)

**PURPOSE OF JOB:** To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

**DUTIES AND RESPONSIBILITIES:**

1. General office tasks - Data entry, light typing, filing, photocopying, etc
2. Scanning tests
3. Assisting with processing of course evaluations
4. Recording grades, confidentiality
5. Setting up and maintaining attendance rosters

**OVERALL JOB QUALIFICATIONS:**

1. Honesty and integrity in the confidential matters such as grading, record keeping, etc.
2. Attention to detail
3. Polite and courteous attitude
4. Punctuality and working efficiently
5. Working knowledge of standard computer programs