

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Business Office

NAME OF WORK-STUDY SUPERVISOR: Rachel Wendorf

CONTACT INFORMATION: rkwendor@northcentral.edu or 612-343-4163

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. Provide light clerical support to assist in the completion of departmental projects
2. Perform filing duties
3. Assist with mail sorting, collating, and distribution-internal and external mail
4. Provide Word Processing/Data Entry support
5. Cover phones if staff is gone
6. Other misc. duties as assigned

OVERALL JOB QUALIFICATIONS:

1. Good attention to detail
2. Good verbal communication skills
3. Basic knowledge of computer
4. Dependability/Reliability