

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: English

NAME OF WORK-STUDY SUPERVISOR: Christina Calayag

CONTACT INFORMATION: Christina Calayag crcalaya@northcentral.edu 612-343-4140

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. Clerical work

- A. Assist professors with grading, filing, and other class-related work
- B. Researching
- C. Help with projects
- D. Availability during regular weekly daytime hours (8:00-4:30), on-site majority of time in Kingsriter Center

OVERALL JOB QUALIFICATIONS:

- 1. Ability to type and use basic computer programs (Word, Excel, etc.)
- 2. Organized
- 3. Self-motivated