

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: School of Business

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 skills – data entry, light typing, filing, photocopying, etc.
2. Help maintain attendance rosters
3. Answer phones when needed
4. Grading tests
5. Advertising and Marketing for School (designing posters etc)

OVERALL JOB QUALIFICATIONS:

1. Honesty and integrity in the confidential matters such as grading, record keeping, etc.
2. Punctuality and working efficiently
3. Polite and courteous attitude
4. Ability to work consistently and diligently on various projects (some at the same time).