

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: English

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:

- A. Assist professors with grading, filing, and other class-related work
- B. Researching
- C. Help with projects
- D. Typing documents

OVERALL JOB QUALIFICATIONS:

- 1. Ability to type and use basic computer programs (Word, Excel, etc.)
- 2. Organized
- 3. Self-motivated
- 4. Availability Monday through Friday daytime hours (8:00 a.m. -4:30 p.m.), on-site majority of time in Kingsriter Center