

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Social and Behavioral Sciences

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. Recording grades, confidentiality

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