



**2007 – 2008 FEDERAL WORK – STUDY JOB LISTING**

<b>Referral #:</b> 3	<b>Job:</b> A	<b>Office/Dept.:</b> Academic Standards			<b>Division:</b>
<b>Bldg./Rm.:</b> NA-5/216	<b>Agency Code #:</b> 04302	<b>Location Code:</b> 2007	<b>Community Service?</b> No		
<b>Title of FWS Position:</b> Student Aide				<b>Office Hours:</b> 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
<b>Job Description:</b> Student will assist in the upkeep of the office records; file and light clerical tasks. The student will also be available to answer routine questions by phone or in person; other tasks as necessary.					
<b>Semester</b>	<b>Number of Positions Available</b>	<b>Minimum Hrs per week</b>	<b>Maximum Hrs per week</b>	<b>Evenings?</b>	<b>Weekends?</b>
Summer 2007	1	10	35	No	No
Fall 2007	2	10	20	No	No
Intersession '07-'08	2	10	35	No	No
Spring 2008	2	10	20	No	No