



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 6	Job: A	Office/Dept.: Office of Admissions			Division: Enrollment
Bldg./Rm.: A-101	Agency Code #: 04302	Location Code: 1356		Community Service? Yes	
Title of FWS Position: Mailroom/Admin.Aide				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Report to the coordinator of support services. Assist in various duties, but not limited to: filing, data entry, and answering calls.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	6	20	35	No	No
Fall 2007	6	20	20	No	No
Intersession '07-'08	3	20	35	No	No
Spring 2008	9	20	20	No	No