



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 7	Job: A	Office/Dept.: Adult & Continuing Educ. Program		Division:	
Bldg./Rm.: SH-2	Agency Code #: 04302	Location Code: 5073		Community Service? Yes	
Title of FWS Position: Office assistant/aide				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Student will provide customer service, answer phones, register students using Access database, file, type, make on/off campus deliveries, and assist with special events.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	4	20	35	Yes	Yes
Fall 2007	7	20	20	Yes	Yes
Intersession '07-'08	4	20	35	Yes	Yes
Spring 2008	4	20	20	Yes	Yes