



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 43	Job: A	Office/Dept.: Development and Institutional Advancement		Division: VP	
Bldg./Rm.: SH-154	Agency Code #: 04302	Location Code: 3784	Community Service? No		
Title of FWS Position: College Aide			Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Filing, on-campus errands, photocopying, covering phones when office assistant is not at desk, word processing, data entry, spreadsheets. MS word, Excel skills - mail merge, creating, editing spreadsheets.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	2	8	35	No	No
Fall 2007	4	8	20	No	No
Intersession '07-'08	4	8	35	No	No
Spring 2008	4	8	20	No	No