



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 74	Job: A	Office/Dept.: International Students Center	Division: International Student Services		
Bldg./Rm.: NA-1/206	Agency Code #: 04302	Location Code: 6944	Community Service? No		
Title of FWS Position: Student Aide			Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
Job Description: Student will answer and screen incoming calls; assist in various clerical tasks as assigned; assist in reception area; use Word and Excel to create documents; operate fax and copier machines; handle deliveries; and filing.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	2	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