



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 112	Job: A	Office/Dept.: Salvadori Center		Division: Non-profit group Center	
Bldg./Rm.: WG-02	Agency Code #: 04302	Location Code: 8004		Community Service? No	
Title of FWS Position: Office Staff				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Student must be familiar with Microsoft Word and Excel, as well as Outlook; must also have excellent voice manners for taking calls and good organizational skills; Spanish a plus but not necessary.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	0	0	0	No	No
Fall 2007	1	10	20	No	No
Intersession '07-'08	1	10	35	No	No
Spring 2008	1	10	20	No	No