



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 133	Job: A	Office/Dept.: The Colin Powell Center for policy studies			Division: Social Science
Bldg./Rm.: SH-550		Agency Code #: 04302	Location Code: 7809	Community Service? No	
Title of FWS Position: Office Assistant				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Assist with basic office duties including reception, filing, answering phones, mail distribution, copying, and posting; willing to train, average paced office.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2006	0	0	0	No	No
Fall 2006	2	6	10	No	No
Intersession '06-'07	0	0	0	No	No
Spring 2007	2	6	10	No	No