



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 54	Job: A	Office/Dept.: Faculty Senate			Division:
Bldg./Rm.: SH-150	Agency Code #: 04302	Location Code: 4090	Community Service? No		
Title of FWS Position: Administrative Aide				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Assist in setting up meetings, answering phones, and deliver mail.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	1	15	20	No	No
Fall 2007	2	15	20	No	No
Intersession '07-'08	2	15	20	No	No
Spring 2008	2	15	20	No	No