



## 2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

| <b>Referral #:</b> 63   | <b>Job:</b> A                 | <b>Office/Dept.:</b> History |                      |   | <b>Division:</b> Humanities |
|---|-------------------------------|------------------------------|----------------------|---|-----------------------------|
| <b>Bldg./Rm.:</b> NA-5/144  | <b>Agency Code #:</b> 04302   | <b>Location Code:</b> 6800   |                      | <b>Community Service?</b> No  |                             |
| <b>Title of FWS Position:</b> Receptionist/Computer aide  |                               |                              |                      | <b>Office Hours:</b> 9:00 am. – 5:00 pm., Mon. – Fri.<br>(See below for evening and weekend options.) |                             |
| <b>Job Description:</b> Student will answer phone, file, make deliveries, inquiries, photocopy, computer work, and other general office duties. |                               |                              |                      |   |                             |
| Semester  | Number of Positions Available | Minimum Hrs per week         | Maximum Hrs per week | Evenings?   | Weekends?                   |
| Summer 2007   | 5                             | 20                           | 35                   | No  | No                          |
| Fall 2007   | 5                             | 10                           | 20                   | No  | No                          |
| Intersession '07-'08  | 5                             | 20                           | 35                   | No  | No                          |
| Spring 2008   | 5                             | 10                           | 20                   | No  | No                          |