



2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

Referral #: 67	Job: A	Office/Dept.: Information Desk			Division: Enrollment
Bldg./Rm.: NA-1/205	Agency Code #: 04302	Location Code: 3784		Community Service? No	
Title of FWS Position: Information Representative				Office Hours: 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
Job Description: Student will assist students and the general public with information needs including: walk-ins, telephone and lobby information desk coverage. Must be approachable and customer service savvy.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	0	0	0	No	No
Fall 2007	3	10	20	Yes	No
Intersession '07-'08	3	10	20	No	No
Spring 2008	3	10	20	Yes	No