



## 2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

<b>Referral #:</b> 123	<b>Job:</b> A	<b>Office/Dept.:</b> Office of Student Affairs			<b>Division:</b> SDSBE
<b>Bldg./Rm.:</b> HR-113A	<b>Agency Code #:</b> 04302	<b>Location Code:</b> 4218	<b>Community Service?</b> No		
<b>Title of FWS Position:</b> College Assistant				<b>Office Hours:</b> 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)	
<b>Job Description:</b> Student will serve as a receptionist, must have excellent communications skills, GPA 2.5 and above, be in good academic standing, must have computer.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	4	20	35	Yes	No
Fall 2007	4	10	20	Yes	No
Intersession '07-'08	4	20	35	Yes	No
Spring 2008	4	10	20	Yes	No



**2007 – 2008 FEDERAL WORK – STUDY JOB LISTING**

<b>Referral #:</b> 123		<b>Job:</b> B		<b>Office/Dept.:</b> Office of Student Affairs		<b>Division:</b> SDSBE	
<b>Bldg./Rm.:</b> HR-113A			<b>Agency Code #:</b> 04302		<b>Location Code:</b> 4218		<b>Community Service?</b> No
<b>Title of FWS Position:</b> Office Assistant					<b>Office Hours:</b> 9:00 am. – 5:00 pm., Mon. – Fri. (See below for evening and weekend options.)		
<b>Job Description:</b> Answer phones, file, interview, field visits, computer work, parent administrators, interfacing with other students, staff and general public; also concentrating on locating safe and affordable housing availabilities for students.							
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?		
Summer 2007	3	0	35	Yes	No		
Fall 2007	4	0	20	Yes	No		
Intersession '07-'08	4	0	35	Yes	No		
Spring 2008	4	0	20	Yes	No		