



## 2007 – 2008 FEDERAL WORK – STUDY JOB LISTING

<b>Referral #:</b> 139	<b>Job:</b> A	<b>Office/Dept.:</b> Wellness & Counseling Center		<b>Division:</b> Student Affairs	
<b>Bldg./Rm.:</b> MR-15	<b>Agency Code #:</b> 04302	<b>Location Code:</b> 4650		<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> Assist the Director and Associate Director. Perform tasks assigned by supervisors: medical records filing, scheduling appointments. File immunization forms, labeling files, storage of files, assist with tabulating statistics, stocking supply cabinets, receiving faxes: pending faxes, and answering telephones.					
Semester	Number of Positions Available	Minimum Hrs per week	Maximum Hrs per week	Evenings?	Weekends?
Summer 2007	1	10	20	No	No
Fall 20067	2	10	20	No	No
Intersession '07-'08	1	10	20	No	No
Spring 2008	2	10	20	No	No