

Bowie State University Federal College Work-Study Position Description

Title: Student Worker

Department: College of Professional Studies

Department Approval By: Dean

Date:

REPORTS TO: Staff Assistant

PURPOSE: To assist staff in the Dean's office with minor projects for upcoming academic year and to assist with administrative duties when needed in the office.

DUTIES & RESPONSIBILITIES: Assist with maintaining record-keeping and filing systems. The student will provide support to the Retention Coordinator and other Administration Staff in the office when needed. Receives and directs calls and visitors. He/She will operate office equipment such as computers, calculators, fax machines, copiers and etc. Light lifting and departmental and campus deliveries.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: This person should have knowledge and familiarity with Microsoft Office. They should also be able to multitask and understand the culture in a Dean's office.

MINIMUM TRAINING & EXPERIENCE: Clerical and office work experience

CONDITIONS OF EMPLOYMENT: Must meet the requirements for the position.