



Prepare for Life

College of Professional Studies
Department of Social Work

Job Description for Social Work Department work-study students that assist Administrative Assistant and Faculty

- Receives and screens telephone calls and visitors.
- Deliver correspondence when requested over campus.
- Assist the Field Director with typing and editing a Field Student Instruction manual.
- Retype documents that will be used electronically.
- Scan, type labels, sorts, and files documents and materials.
- Receives, sorts and distributes incoming materials.
- Participates in preparing bulk mailings.
- Assist in workshops and events on campus.
- Operates office equipment such as personal computers and photocopiers.