

Johnson C. Smith University

**FEDERAL WORK STUDY
JOB DESCRIPTION**

Department: **Athletics**
Title of Position: **Clerical Assistant**

Person who will be responsible for supervision of the student worker:

Tracie Robinson

Name

Administrative Assistant

Title

Describe purpose of this position: **Assist the Sponsored Programs Department with typing, mailing, filing, answering phones, and walk-in questions, inventory.**

List the duties and responsibilities: **To label files and notebooks, organize supply closet, type memos, make photocopies, update filing system, and light computer work.**

List any specific or qualifications needed: **Seeking a dependable, organized, mature candidate to help in our busy office.**

Recommended hourly wage: **\$9.00**