



## 2011 - 2012 FEDERAL WORK-STUDY JOB DESCRIPTION

**Department:** Transfer Center

**Campus:** Cooper

**Supervisor:** Angel Clay

**Contact Information:**

**Name:** Angel Clay

**Building:** A.T.

**Room:** 100 B

**Phone:** 56228 or 54620

**Brief Job Description:** Assist Transfer Center staff with greeting visitors, answering telephones, scheduling appointments and other general office duties as needed. Provide office coverage during peak times when other Transfer Center staff is not available. 20 hours a week

**Preferred qualifications:** Communication, organization, and flexibility. Basic PC skills are a must.

**Number of positions:** 1