



WASHINGTON COLLEGE
Federal Work-Study Job Description

DIRECTIONS:

Download and save to your desktop. Open from the icon on your desktop. In order to maintain the integrity of the form, use the arrow keys and avoid using the Return key. Complete the form and save once more. Email the document as an attachment to nstory2@washcoll.edu with *FWS Job Description* in the Subject line.

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| Job Title: Central Services Student Assistant | Supervisor's Phone: 7282 or 7112 |
| Supervisor(s) Name(s): Beverly Nickerson Katherine Marge | Supervisor's Email: bnickerson2@washcoll.edu kmarge2@washcoll.edu |
| Department: Central Services | Date Created: May 18, 2007 |

Purpose for Position: To assist staff in preparation, delivery and posting of mail for the campus community.

Duties & Responsibilities:

- Assist customers at Central Services window
- Processing and delivery of mail to the campus community
- Pick up out going mail for the campus
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Required knowledge & Skills:

- Strong memorization and organization skills required. Pleasant manner required as Central Services staff interacts with the entire campus community. Valid drivers license required for delivery staff and well as ability to lift packages of moderate weight.
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Certifications (if any):

