

Adams State College
Administrative Offices, Alumni Relations

Work Study Job Description

Work Study Job Title: Clerk/Typist
Job Description: Primary focus is on data entry in our alumni database, preparing mailings and bulk mailings and looking up student records. Requires repetitive and accurate data entry, typing labels, sorting and counting, and attention to detail. May require occasional coverage of office during lunch hour.

School/Department: Alumni Relations
Contact Person: Gaylene Horning
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