

**Adams State College  
Athletics**

**Work Study Job Description**

**Work Study Job Title:** Clerk/Typist

**Job Description:** Must be able to type letters, memos, forms, etc., proofread materials, sort mail, do basic filing, answer phones, make appointments, and perform reception duties and other duties as assigned.

**School/Department:** Athletics

**Contact Person:** Dianne Lee

**Address:** Plachy Hall #115, Adams State College

**Telephone:** (719) 587-7401