

Adams State College  
Administrative Offices, Student Financial Services

Work Study Job Description

**Work Study Job Title:** Clerk/Typist  
**Job Description:** Must be responsible, reliable, self-motivated individual. Customer service skills are a must. Basic computer skills desirable. Duties include answering phone, typing deposits in Excel, proofreading, filing, sorting mail, shredding, answer commonly asked questions, other office duties as needed.

**School/Department:** Student Financial Services  
**Contact Person:** Greg Cook  
**Address:** RH 130 / One Stop  
**Phone:** 587-7941