

Adams State College
Administrative Offices, Student Financial Aid

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. Other duties assigned as needed.

School/Department: Financial Aid
Contact Person: Sharon Chavez / Wilma Atencio
Address: RH 162
Phone: 7306