

Adams State College
Office of Communications

Work Study Job Description

Work Study Job Title: Student Administrative Assistant
Job Description: Greet customers and take printing requests
Operate copy machines
Operate book bindery equipment
Operate laminator
Operate cutting machines
Operate industrial staplers
Billing data entry
Inventory and sell paper and supplies
Basic knowledge of Microsoft Word and Publisher

School/Department: Office of Communications
Contact Person: Peggy Dunn
Address: Print Shop
Phone: 587-7841