

Adams State College
School of Arts and Letters, Sociology Program

Work Study Job Description

Work Study Job Title: Clerk

Job Description: Must be able to proofread materials, sort mail, small scale research, run errands, do basic filing and copying, answer phones, make appointments, and perform reception duties. Other duties assigned as needed.

School/Department: Sociology Department
Contact Person: Clarence Parks
Address: ES 318
Phone: 587-7394