

Adams State College
School of Arts and Letters, Sociology Department

Work Study Job Description

Work Study Job Title: Student Assistant in Sociology

Job Description: Must be able to alpha order papers, folders, and other assignments, file graded papers in name folders, scan documents, make DVDs from videotapes, type name folder names, tally collected data from students, maintain confidentiality of student grade information, and other duties as assigned.

Department: Sociology

Contact Person: Dr. Ted McNeilsmith

Address: ES 101S

Phone: 587- 7141