

ADAMS STATE COLLEGE  
Student Support Services

Work-Study Job Description

**Work Study Job Title:** Clerk/Typist  
**Job Description:** Performs general office reception duties to include answering telephone calls, taking messages, scheduling meetings and appointments and providing general information to students, faculty, staff and others. General office duties include copying, filing, preparing mailings and emails for participants, picking up and sorting mail, and maintaining weekly/monthly calendars for SSS programming efforts. The SSS Clerk/Typist also reviews program applications, collects eligibility documentation and assists in maintaining and updating all relevant student data in a variety of applicable data management systems, as well as performs other duties as assigned. For a full job description please stop by Pettey's Hall #1.

**School/Department:** Student Support Services

**Contact Person:** Catalina Bartlett  
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