

Adams State College  
School of Arts and Letters, Art Department

Work Study Job Description

**Work Study Job Title:** Student Office Assistant  
**Job Description:** Assist the art department administrative assistant with office tasks including reception duties/answering the phone, tracking inventory, all aspects of organizing the Taos Watercolor workshop, and other clerical duties as needed. Knowledge of the Microsoft Office Suite preferred.  
**School/Department:** Arts & Letters  
(Art)  
**Contact Person:** Judy Jones  
**Address:** A 110  
**Phone:** 587-7823