

Job Title: Workforce Work Study Assistant

Department: WEDD

Campus: Advance Technology Center SC

Job Supervisor: Heather Williamson

Employment Period: Full Academic Year

Number of hours per week: 20 hours per week

Description of Job Duties and Responsibilities:

- Greet and assist students/clients at ATC
- Assist with events held at the ATC
- File/digitize paperwork
- Answering/transferring phone calls to appropriate people
- Other duties assigned