

Printing  
**RECEIVED**

APR 12 2017

**FINANCIAL AID**

Position: Student Assistant  
Department: Printing and Graphics Center (Federal Work Study)  
Supervisor: Verna Hand  
Pay Range: \$8.15 - \$9.95 (must fall within UMW limits)

Description: Greeting and taking instructions from customers when they drop off their work in the Center. Calculate cost for copies and collecting payments when necessary. Copying - running Xerox copiers completing jobs for staff, faculty, administration and campus community. Collating, stapling, three-hole punching, spiral binding and other compilation as requested. Work collaboratively with coworkers, checking for accuracy in production and billing. Deliver completed orders to various offices on campus. Check mail, answer phones, assist with bulk mailings. Manage the operation of the Center during any absence of the Director. Other duties as assigned.

*\*Must be reliable and able to handle confidential materials/information.*