Res Life-Office

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APR 10 2017

FINANCIAL AID

JOB DESCRIPTION FORM

Position: Office Assistant

Department: Residence Life

Supervisor: Wendy Mehring

Pay Range: $8.15-$9.00
(must fall within UMW limits of $ 8.15 – $9.95/hr)

Description: The office assistant will be responsible for helping the Residence Life Office with answering phones, filing paperwork, helping customers at the front counter, and working on special projects as needed.