



## Work Study Job Description Workforce Development

**Location:** Workforce Development Office

**Name and Classification of Position:** Workforce Development Assistant

**Supervisor:** Jeannie Kermeen

**Rate of Pay and Expected Hours of Work:** See website for current wage, 10-29 hours per week\*

**Employment Dates:** July 1 through June 30 of each school year

**Eligibility:** Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

**Purpose and Role of Job within the College:** To assist the Workforce Development department with administrative duties

### Duties and Responsibilities:

**Work study student is responsible for assisting with general office duties such as:**

- Word processing and data entry
- Print documents, booklets, etc. from files
- Scanning documents into electronic file folders
- Reshelving curriculum and other materials
- Keeping office and kitchen areas clean and organized

### Qualifications and Required Skills:

- High attention to detail
- General Office Skills
- Familiarity of Microsoft Office Suite, primarily Word and Excel
- Ability to work independently once a task is assigned and understood

### Learning Objectives:

Learn general office administrative duties

**After checking with the financial aid office for eligibility,** interested students should email Jeannie Kermeen at [jeannie.kermeen@fdltcc.edu](mailto:jeannie.kermeen@fdltcc.edu) with:

- Availability
- Your contact information (phone and email)
- Previous work experience

\* \* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

An affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service. (July 30, 2019)