2009 - 2010
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: CSIS/BS

Campus: Cooper

Supervisor: Ginger Porter

Contact Information:
  Name: Ginger Porter
  Building: AT
  Room: 201
  Phone: 246-6283

Brief Job Description:
Assists in data entry, filing, file maintenance, mailroom pickup and anything asked to complete.

Preferred qualifications:
Be responsible, be on time, have good work habits, be able to follow direction and be able to complete a project.

Number of positions: 1