

Academic Office – FWS

Responsibilities and Primary Activities:

Assisting with various administrative tasks, including data entry, filing, and organizing documents. Additionally, you will be responsible for running errands across campus, such as delivering documents and materials to different offices or people. Organizational skills, reliability, and a willingness to navigate the campus efficiently are essential for this role.

Minimum Qualifications:

- Detailed-Oriented
- Organizational Skills
- Reliable and able to navigate throughout the campus

**Please note this is a federal work study position only.*

Click [here](#) and submit a “Student Worker & Internship Application” to apply!