Federal Work-Study/ Wesley Work-Ship Job Description
School Year: 2016-2017

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>History and American Studies Asst.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No# of Positions Available:</td>
<td>2</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Stephanie Holyfield</td>
</tr>
<tr>
<td>Department:</td>
<td>History and American Studies</td>
</tr>
<tr>
<td>Location:</td>
<td>Parker Library 211</td>
</tr>
<tr>
<td>Contact Information:</td>
<td>302-736-2407/ <a href="mailto:stephanie.holyfield@wesley.edu">stephanie.holyfield@wesley.edu</a></td>
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</tbody>
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Job Description:
- Assist History/ American Studies Faculty
- General Office Duties-Filing, organization, copying and scanning
- Mail Duties
- Setting up spreadsheets and contact lists as necessary
- Help with History and George Washington Society libraries
- General Word Processing
- Distribute fliers

Special Abilities/ Skills:
- Computer Skills
- Good with People of all ages
- Efficient
- Reliable

Work Schedule:
- Monday- Friday 8:30a-4:30p
- Individual work schedules will be arranged around the employee’s class schedule

Additional Comments: