Federal Work-Study Job Description/ School Year: 2017-2018

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Education &amp; Kinesiology Asst.</th>
<th>Job No# Available: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Prof. Barb Abbott</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Education/ Education &amp; Kinesiology</td>
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<tr>
<td>Location</td>
<td>Budd Hall</td>
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<tr>
<td>Contact Information</td>
<td><a href="mailto:Barb.Abbott@wesley.edu">Barb.Abbott@wesley.edu</a> / 302-736-2348</td>
<td></td>
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</tbody>
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Job Description:
- Responsible self-starter able to work independently throughout scheduled shift.
- Complete clerical tasks to include filing, mail delivery/sorting, typing, campus errands, copying, shredding and other office duties as needed.
- Assist department faculty/staff with various tasks and projects.

Special Abilities/ Skills:
- Proficient in Microsoft Products.
- Ability to maintain a professional demeanor.
- Must have ability to see a need and fill the need.
- Maintain business casual dress code appropriate to your work environment.
- Able to interact and communicate well with fellow students, faculty and staff.

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

Additional Comments: