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

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Office Assistant</th>
<th>Job No# Available: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Carol Gauker</td>
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<tr>
<td>Department:</td>
<td>Office of Student Affairs</td>
<td></td>
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<tr>
<td>Location:</td>
<td>CC125</td>
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<tr>
<td>Contact Information:</td>
<td><a href="mailto:Carol.Gauker@wesley.edu">Carol.Gauker@wesley.edu</a></td>
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</tbody>
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Job Description:
- Assist the administrative and office staff with the day to day activities of the office, which includes providing support and direction to students.

Special Abilities/ Skills:
- Organized
- Positive Attitude

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

Additional Comments:
- Apply in the Office of Student Affairs