



## *Adrian College*

**Student Employer:** Adrian College - 110 S. Madison St. Adrian MI 49221

**Department:** Business Office

**Supervisor:** Cindy Wingfield - [cwingfield@adrian.edu](mailto:cwingfield@adrian.edu)

**Job Title:** **Student Worker:** Business Office Assistant

**Location:** Stanton Administration Building – Business Office

**Purpose of Position:** To assist the Business Office with tasks.

**Beginning and End Date:** 2024-2025 Academic Year

### **Job Description:**

- Filing
- File Retrieval
- Alphabetizing
- Computer Data Entry
- Assist with running on campus errands
- Match Invoices to Checks
- Make Copies
- Stuff Envelopes
- Sort and Open Mail
- Must be willing to sign a confidentiality agreement
- Other various work as needed

**Rate of Pay:** This is a part time student employment position at \$10.33 for hours worked.

**Hours:** Up to 8 hours per week unless otherwise approved.

**Required Job Skills:** Students should have knowledge of Microsoft Word and Excel.

**Remarks:**