

<b><u>Department:</u></b>	Education
<b><u>Position Title:</u></b>	Student Worker
<b><u>Reports to:</u></b>	Alynn Grace

The College of Education will utilize work study student(s) to assist with various non-confidential office duties that provide assistance to the Dean, Office Manager, and all other College of Education faculty and staff as needed. Should the student happen to be a student in the same department, these duties will not be related in any way to their studies, tests, etc.

**Minimum Qualifications:**

- Experience with Microsoft Word and Excel
- Adept at internet searches for information and images relating to assigned tasks
- Ability to interact with broad range of individuals (i.e. faculty, staff, students, etc.)
- A positive outlook and someone who takes initiative

**Duties and Responsibilities:**

- Mail pick up/delivery/distribution to/from the Brenau Post Office
- Delivery of department mail to various offices on campus
- Basic clerical work, including creating and editing simple documents, photocopying, scanning, etc.
  - Assisting with mail outs
  - Maintaining classrooms so that they are neat, orderly, and well-stocked
  - Bookroom organization
  - Other duties as assigned

**Environmental and Working Conditions:**

Normal environment found in an educational setting.

**Physical Demands and Aptitudes:**

Able to lift 5 pounds on a regular basis and 15 pounds maximum, periodically. Even though the weight lifted may be a small amount, a job is in this category when it requires walking or standing to a significant degree, as well as pushing and pulling of arm and/or leg controls. Job requires the ability to reach, handle, finger, feel, talk, hear, see, squat, and kneel.