Position: Contextual Education Office Support

Held By: FWS Students x Non-FWS Students
Hourly Rate: $8.50 per hour
Date: Academic Year 2015-2016

<table>
<thead>
<tr>
<th>General Description:</th>
<th>Primary function is to assist the Contextual Education Office with administrative daily tasks. 5 hours per week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Lyn Jackson, Contextual Education Assistant</td>
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<tr>
<td>Those assisted by this position:</td>
<td>Lyn Jackson and Dr. Charles Leonard</td>
</tr>
</tbody>
</table>
| Specific Tasks:      | 1. Filing  
|                      | 2. Copying and faxing  
|                      | 3. Mailings  
|                      | 4. Phone Calls  
|                      | 5. Scheduling Meetings  
|                      | 6. Shredding  
|                      | 7. Data Entry  
|                      | 8. Other duties as assigned – including but not limited to special events and projects |

Name of FWS Employee: 

Approval Supervisor: ____________________ Date ______________

Approval Human Resources: ______________ Date ______________

Approval Financial Aid Committee: __________ Date ______________

APPROVAL FOR POSTING OF THE POSITION ________________________ B.O./F.A.