Position: Contextual Education Office Support

Held By: FWS Students X Non-FWS Students

Hourly Rate: $8.50 per hour

Date: Academic Year 2014-2015

<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>
</tr>
<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: ___________________________ Date: _________________________