Position: Academic Assistant  
Held By: FWS Students ✗ Non-FWS Students ☐  
Hourly Rate: $8.50 per hour  
Date: Academic Year 2014-2015

<table>
<thead>
<tr>
<th>General Description:</th>
<th>Student to provide research support, assist in general course preparation, and help with other special projects. (up to 5 hours per week).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Rachel Zimmermann, Administrative Assistant to the Faculty</td>
</tr>
<tr>
<td>Those assisted by this position:</td>
<td>LTSP Faculty</td>
</tr>
</tbody>
</table>
| Specific Tasks:      | 1. Scan materials for in-class and scholarly presentations  
                        2. Help with library research  
                        3. Help with filing and clerical duties  
                        4. Prepare documents for classroom use  
                        5. Other duties as assigned |

Name of FWS Employee:  
Name of Non-FWS Employee:  
Approval Supervisor:  
Approval Human Resources:  
Approval Financial Aid:  