

**2008-09 Work-Study Job Description Form
University of the Incarnate Word**

Department:	Alumni Relations
Location:	Brackenridge Villa (UIW Campus)
Supervisor:	Gladys Delgado
Supervisor Phone:	210-829-6014
Supervisor E-mail:	gladysd@uiwtx.edu

Job Title:	Clerk
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General Job Description/Qualifications:
This individual is responsible for answering phones, filing, updating alumni files, making copies, running errands, preparing mailouts, merging files using Excel/othe.

Specific Skills Required:
*Must be able to carry/lift up to 50 pounds
*Must be available some evenings/weekends to support campus events
*Must be able to multi-task
*Must be computer literate
*Must have good communication skills
*Punctuality is a must!!