

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Career Services  
**POSITION:** Office Assistant  
**SUPERVISOR(S):** Bobbi Kingery  
**PURPOSE / ROLE:** Assist Staff with receptionist duties, office duties, and recruitment events  
**QUALIFICATIONS:** Basic office skills. Ability to follow instructions  
**CONTRACT DATE:** FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR  
**RATE OF PAY:** STATE MINIMUM WAGE  
**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

Serve as office receptionist by providing first point-of-contact to students, parents, faculty, & employers. Maintain knowledge of services and programs provided by Career Services in addition to campus resources in order to provide a positive customer experience. Answer, screen and forward incoming phone calls. Utilize strong listening skills and proper questioning to direct calls to proper staff or departments when needed. Collect appropriate information needed to enter into scheduling system. Make appointment reminder phone calls to students assigned BUS 1000 focus 2 assessments. Utilize scheduling system to check in students for appointments or workshops. Monitor flow to remind staff in needed to remain on schedule. Maintain knowledge of office policies and procedures. Perform small transactions for sale of resume paper utilizing POS system or CASHNET. Assist office staff with departmental recruitment events such as job fairs as needed. Some tasks may involve driving a shuttle van on campus. Perform calls to recent alumni to gather data for First Destination Survey Perform other duties as assigned including promotional activities.

Click or tap to enter a date.