

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Counseling & Higher Education
POSITION: Office Assistant
SUPERVISOR(S): Michael Gillespie
PURPOSE / ROLE: Assist Staff and Faculty with office duties
QUALIFICATIONS: Basic Office Skills. Good customer service skills
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:

Assist the Office Staff and Faculty as needed with office duties, including, but not limited to : running errands on campus, filing papers in student files, using copy machine, fax machine, computers, finding machine, answering phones, taking messages, creating track sheets (Excel), creating forms as needed in Word and Excel, maintaining the appearance of the office area including the conference rooms and common areas as needed, filing copy machines and printers with paper, doing inventory of office supplies and other office task as needed.

Click or tap to enter a date.