

Career Development Office
Federal Work Study Job Description Attachment

Job Position Title:

Receptionist/Staff Assistant

Purpose or Role of the Position Within the Organization:

To assist and support Receptionist and designated staff with work load duties.

Qualifications Specific to the Position:

- Prefer, but will train, answering multi line phone system
- Knowledge of computer programs, such as Word and Excel
- Strong customer service skills
- Ability to work independently and multi task

Responsibilities Associated with the Position:

Will train to assist with answering multi line phone system including transferring to the right counselor or staff and answering questions. Will also be working with our Hire-A-Vol software system and other computer applications. Other duties as assigned by office staff and occasionally do campus mail deliveries.

Evaluation Procedure:

Students and direct supervisors have ongoing communication regarding performance and development.

Schedule:

10-20 hours per week for the entire academic year (August through May with the option of working the summer sessions) during open office hours (8am-5pm Monday-Friday)