

BUSINESS OFFICE

POSITION: Business Office Work Study
DIVISION: Business Service
DEPARTMENT: Business Office
BUILDING: Administration Building
CAMPUS: Main Campus

FWS SUPERVISOR: Diana Crissman
DIRECTOR: Danny Hyatt
VICE PRESIDENT: Giles Brown

PHONE NUMBER: 903.463.8761

HOURS per WEEK: 20
(20hr MAX)

HOURS PREFERRED: 8am-4pm

JOB DUTIES:

- Front desk reception for students
- Assist students tuition payments and questions
- Give directions around campus
- Sort and file paperwork for student records
- Pick up sort and process mail from mailroom daily
- Copy documents as needed

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.