

COUNSELING DEPARTMENT

POSITION: Career Assessment & Counseling Work Study
DIVISION: Student Services
DEPARTMENT: Counseling
BUILDING: Administration Building
CAMPUS: Main Campus

FWS SUPERVISOR: Melissa Young
DIRECTOR: Barbara Malone
VICE PRESIDENT: Marc Payne
PHONE NUMBER: 903.463.8695

HOURS per WEEK: 15-20
(20hr MAX)

HOURS PREFERRED:

JOB DUTIES:

- Front desk reception for students
- Scan and link documents into IMAGE NOW
- Sort and file paperwork for student records
- Copy documents as needed
- Pick up and sort mail from mailroom daily
- Assist director/staff with registration, recruiting and mailing projects
- Data entry

SOFTWARE: MICROSOFT OFFICE WORD 2007
MICROSOFT OFFICE EXCEL 2007
IMAGE NOW

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, accurate data entry and good keyboarding skills

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.