

SOUTH CAMPUS ADMINISTRATION BUILDING

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

FWS SUPERVISOR: Kim Weber
DIRECTOR: Kim Teal
VICE PRESIDENT: Marc Payne
PHONE NUMBER: 903.415.2503

HOURS per WEEK: 20
(20hr MAX)

HOURS PREFERRED: Flexible until 6:00pm

JOB DUTIES:

- Front desk reception for students
- Sort and file paperwork for student records
- Assist director and other staff with miscellaneous projects
- Pick up and sort mail from mailroom daily
- Copy documents as needed
- Type miscellaneous documents

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.