

## Work Study Job Description:

## Student Services Division/Admissions & Records Office

Vice President: Wendell Williams

Director: Kim Faris

FWS Supervisor: Jan Pfeifer

Location: Administration

Contact Number: 8603

### Job Duties:

- 1) Sort and file paperwork on student files and copy documents.
- 2) Assist students at the front desk area and on the telephone
- 3) Pick up and sort mail from mailroom daily.
- 4) Scan and link documents into Image Now.
- 5) Assist director and other staff with registrar projects, mailings and recruiting projects.
- 6) Hours worked are assigned by director/supervisor. These hours are assigned to ensure adequate coverage throughout the day
- 7) Some positions require working until 6:00 pm.

Hours per week: 20 Hours  
(20 hours Maximum)

Hours preferred: Dependability is a must and the work schedule is constructed in conjunction with the student schedule and operation hours of Admissions & Records Office.

Special Needs/Information: Must have the ability to provide "excellent" customer service, maintain confidentiality, function in a fast paced environment to include multi tasking, excellent computer skills and detailed work.