

Work Study Job Description:

Business Services and Human Resources

Vice President: Giles Brown

Director: NA

FWS Supervisor: Marilyn Power, Human Resource Coordinator

Location: Administration

Contact Number: 8625

Job Duties:

- 1) This position entails support to the Human Resource Coordinator in efficient office management to include telephone support, photocopying, shredding, filing, and typing.
2. Act as office receptionist, maintain office equipment, maintain supply list according to inventory, responsible for data entry of incoming documents, document tracking, missing information letters, etc., in the application process.
3. Pick-up and distribute mail as well as assist in mass mailings.
4. Responsible for handling questions and answering incoming calls as well as returning calls regarding Grayson County College's employment application procedure and employment data gathering.
5. Maintain organization within employment personnel files.
6. Other duties as assigned.
7. Must have applicable understanding of confidentiality issues.
8. Must have excellent communication skills.
9. Must have some proficiency in Microsoft Word; excellent verbal communications skills.
10. Must have strong skills in attention to detail as well as excellent organizational skills and ability to multi-task with limited supervision; work well with others; ability to work in a change environment and maintain a professional demeanor.
11. Must be able to lift 30 lbs. from floor to desktop and perform work requiring sitting, bending, and overhead reaching.

Hours per week: 20 hours
(20 hours maximum)

Hours preferred: 20 hours

Special Needs/Information: See above.