

## Work Study Job Description:

## Administration Building

Vice President: Giles Brown

Director: Danny Hyatt

FWS Supervisor: Diana Crisman

Location: Business Office

Contact Number: 8602

### Job Duties:

- 1)Alphabetizing
- 2) Filing
- 3)Customer Service
- 4) Phone
- 5) Light computer duties
- 6) Typing
- 7)Process mail
- 8)Give directions around campus
- 9)Assist Students with tuition questions and payments

Hours per week: 20 maximum

Hours preferred: 8am-4pm

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

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