

## Work Study Job Description:

## Administration Building

Vice President: Wendell Williams

Director: Donna King

FWS Supervisor: Audrey Newman

Location: Office of Financial Aid

Contact Number: 2515

### Job Duties:

- 1) File paperwork in student files and copy documents.
- 2) Assist students at the front desk area and on the telephone
- 3) Pick up and sort mail from the mailroom daily.
- 4) Type miscellaneous documents.
- 5) Assist director and other staff with miscellaneous projects.
- 6) Hours worked are assigned by director/supervisor .
- 7) Some positions require working until 6pm.

Hours per week: 20 maximum

Hours preferred: Flexible until 6:00 pm

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.