

Admissions & Records Office

POSITION: Admissions & Records Office Work Study
DIVISION: Enrollment Management
DEPARTMENT: Admissions & Records
BUILDING: Student Affairs Building
CAMPUS: Main Campus

FWS SUPERVISOR: Tiffany Francis
DIRECTOR: Debbie Smarr
Dean/VP: Debbie Smarr

PHONE NUMBER: 903.463.8603

HOURS per WEEK: 15-19
(19hr MAX)

HOURS PREFERRED: 12 p.m. to 6:00 p.m.

JOB DUTIES:

- Front desk reception for students
- Scan and link documents into IMAGE NOW
- Sort and file paperwork for student records
- Shred documents daily
- Organize and prepare prospect student welcome bags
- Inventory recruitment swag and materials
- Assist with registration, recruiting and mailing projects
- Other duties as assigned

SOFTWARE: MICROSOFT OFFICE WORD 2007
MICROSOFT OFFICE EXCEL 2007
IMAGE NOW

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.