

Advising Office

POSITION:	WORK STUDY	FWS SUPERVISOR:	Emily Jech
DIVISION:	Instruction	PHONE NUMBER:	903-463-8695
DEPARTMENT:	Advising	DIRECTOR:	Nancy Luthe
BUILDING:	Student Affairs Building	VICE PRESIDENT/DEAN:	Dava Washburn
CAMPUS or ADDRESS:	Main Campus	RATE OF PAY:	\$11.00 hr
		HOURS per WEEK:	19
		(19 hr. Max)	

HOURS flexible
PREFERRED:

JOB DUTIES:

- Front desk reception for students
- Log students into queue and check for holds
- Assist students at kiosks
- Pick up and sort mail from mailroom daily
- Receive and copy documents for student records
- Shred documents as needed
- Keep hall kiosks and check-in tables clean and organized
- Answer phone and/or forward calls
- Assist with other duties assigned by the Career Center
- Assist students with MyViking login

SOFTWARE:

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 the student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

There is no formal evaluation procedure, however, worker studies are expected to:
Follow all GC Standards of Conduct as found in the Employee handbook
Demonstrate the Viking Values - balance, clarity, gratitude, service, teamwork & trust
Comply with all state and federal laws and regulations related to higher education
Maintain the confidentiality of student information and other private records
Maintains a professional appearance and professional demeanor.

Failure to do so will result in disciplinary action as outlined in the employee handbook