

BUSINESS OFFICE

POSITION: WORK STUDY
DIVISION: Business Service
DEPARTMENT: Business Office
BUILDING: Administration Building
CAMPUS: Main Campus

FWS SUPERVISOR: Shirley Sims
DIRECTOR: Danny Hyatt
VICE PRESIDENT: Carolyn Kasdrof
PHONE NUMBER: 903.463.8601

HOURS per WEEK: 19 hrs max

HOURS PREFERRED: 8am-5pm

JOB DUTIES:

- Front desk reception for students
- Assist students tuition payments and questions
- Give directions around campus
- Sort and file paperwork for student records
- Pick up sort and process mail from mailroom daily
- Copy documents as needed
- Assist Accounts Payable Parttime person with AP duties

SOFTWARE:

- Knowledge of Excel Program

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.

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