

HUMAN RESOURCES

POSITION: Human Resource Work Study
DIVISION: Personnel Services
DEPARTMENT: Human Resource Work Study
BUILDING: Student Affairs Building
CAMPUS: Main Campus

FWS SUPERVISOR:
DIRECTOR: Robyn Voight
VICE PRESIDENT:
PHONE NUMBER: 903.463.2600

HOURS per WEEK: 19
(20hr MAX)

HOURS PREFERRED:

JOB DUTIES: This position provides entry level clerical and administrative support to the HR Department
Performs clerical duties
Answers and directs telephone calls
filing, sorting, faxing and distributing information to others
Greets and directs guests to the appropriate person
Assists with special event planning
Performs other duties as needed or assigned.

SOFTWARE: Basic knowledge of Microsoft Word & Excel with aptitude to learn other programs as needed

SKILLS: Strong customer service skills, dependability, confidentiality is essential, 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.