

COUNSELING AND SOCIAL SERVICES

POSITION:	WORK STUDY	FWS SUPERVISOR:	Barbara Malone
DIVISION:	Student Services	PHONE NUMBER:	903.463.8730
DEPARTMENT:	Guidance and Counseling	DIRECTOR:	Barbara Malone
BUILDING:	Bridge	VICE PRESIDENT/DEAN:	Dr Molly Harris
CAMPUS or	Main Campus	RATE OF PAY:	\$11.00 hr
ADDRESS:		HOURS per WEEK:	19 (19 hr. Max)

HOURS
PREFERRED: Flexible

JOB DUTIES: Performs receptionist duties: answers phones and provides general information or directions.
Assist students with registering for "Grab N Go" items in the Grayson Cares Market
Keeps counter and kitchen items located in the Grayson Cares Market place clean and sanitary after each student use
Greets guest entering the department while Licensed Professional Counselor is behind a closed door with client providing personal counseling services
Distributes Intake Forms for clients who have scheduled appointments

Assist Director with inventory of food pantry contents and enters information in the database
Performs general office tasks such as making copies, assembling packets, distributing information, shredding documents, and researching or reviewing information in departmental systems
Performs other duties as needed or assigned

SOFTWARE: MS Office

SKILLS: Provides entry-level reception and clerical support by assisting students with the registration process in the Grayson Cares Market place, greeting, filing, answering phones, working in the food pantry, and performing routine office tasks.

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