

SOUTH CAMPUS ADMINISTRATION BUILDING

POSITION:	WORK STUDY	FW S SUPERVISOR:
DIVISION:	Instructional Services	PHONE NUMBER:
DEPARTMENT:	South Campus Administration Office	DIRECTOR:
BUILDING:	Main Building	VICE PRESIDENT/ DEAN:
CAMPUS or	South Campus	RATE OF PAY:
ADDRESS:		HOURS per WEEK:

HOURS flexible
PREFERRED:

JOB DUTIES:

- Front desk reception for students
- Sort and file paperwork for student records
- Assist Dean and other staff with miscellaneous projects
- Prepare presentations
- Copy documents as needed
- Type miscellaneous documents
- Research data requested by the dean

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain task, proficient computer skills, detail orientated, telephone demeana communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by th work schedule is constructed in conjunction with the student's schedule and the hours 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

Ilene Walton
903.415.2503
Ilene Walton
Dava Washburn
\$11.00 hr
(19 hr. Max)

confidentiality, multi-
nor, excellent

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