



JOB DESCRIPTION: Student Accounts Office Assistant

Name of Position: Student Worker for Student Accounts Office

Department: Student Accounts

Campus Location: Main Campus Christy Admin Building

Supervisor: Terah York or Elizabeth Thummel

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: Supporting Student Accounts Office with duties as listed.

Job Responsibilities:

- Assist with answering telephones, faxing, filing correspondence, stuffing envelopes and making copies.
- Greet office guests, answer questions and direct to the proper individual(s).
- Data entry into a Microsoft Excel spreadsheet; Power Campus database, etc.
- Scanning, saving PDF documents to be stored in student files.
- Other administrative duties or special projects as assigned.

Qualifications:

- Experience preferred: working in office setting.
- Familiarity with office equipment: photocopier/scanner/printer
- Good computer skills (Examples: Microsoft Office Suite and Adobe).
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional. CONFIDENTIALITY IS A REQUIREMENT.
- Ability to work well with others and by yourself.
- Willingness to tackle new projects and problem solve issues.
- Ability to maintain professionalism, including punctuality and appearance.
- Ability to work between 15 – 20 hours per week during business hours.

Skill Development Areas:

- Customer Service
- General Office Skills
- Business Professionalism
- Multi-tasking
- Time Management

Evaluation: Student is evaluated on an ongoing basis. Any issues are addressed as they arise. They will be evaluated based on the ability to perform duties as assigned, professionalism and attendance.