

Name of Position: Office Assistant

15 hours per week
\$10 per hour

Supervisor: Margaret Farley

Department: DOUGLAS CAMPUS - MUST BE A STUDENT ATTENDING DOUGLAS CAMPUS

Job Description: Performs basic receptionist and clerical duties; answering phones, filing assisting with projects such as mailings and brochures, greeting visitors, completing small typing projects, directing students and visitors to appropriate resources, cover the office during lunch and other breaks.

Specific Job Skills/Experience Required:

- Attention to detail
- Strong organizational skills, self-starter
- Highly motivated
- Strong people and customer service skills
- Office experience a plus
- Confidentiality
- Complete FAFSA