

Business Administration & Paralegal Office Assistant – Business Administration & Paralegal

Work Study Job Type:

Office Assistant

Reports to:

SIFE Coordinator, Bus. Admin

Duties and Tasks:

Overall duties and responsibilities include, but are not limited to, the following:

Filing
Faxing
Copying
Memorandums
PowerPoint Presentations
Create Flyers/Advertisements
Data Entry
Work with SIFE/Enactus
Maintain Inventory
Answer Multi-line Telephone, Assist or Take Messages
Check and Distribute Mail
Run Errands

Required Skills/Experience:

Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, and Outlook).
Minimum 25WPM typing speed.

Additional Requirements:

None

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.