

# C & I Evaluations Office Assistant – Continental & International Office

**Work Study Job Type:**

Office Assistant

**Reports to:**

Coordinator, Military Support Services, Student Services

**Duties and Tasks:**

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

Scanning and Attaching documents into student Softdocs files  
Assisting with quality control of scanned and attached documents  
Provide clerical support for Military Support Services and Graduation  
Making copies  
Stuffing envelopes and assisting with mailout of documents and diplomas  
Filing hardcopy documents

**Required Skills/Experience:**

Microsoft Office Programs, including Word, Access, and Excel  
Basic computer knowledge  
Ability to type

**Additional Requirements:**

Ability to lift up to 25lbs.

**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.