

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

**Work Study Job Type:**

Office Assistant

**Reports to:**

Director, C & I Records/Sections

**Duties and Tasks:**

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

Filing

Copying

Answering telephones, taking messages, and assisting with questions

Daily Errands

**Required Skills/Experience:**

None

**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.