

Career Services Office Assistant – Career Center

Work Study Job Type:

Office Assistant

Reports to:

Director of Career Services

Duties and Tasks:

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

This position is primarily responsible for providing administrative and clerical support in the Career Center.

Greet/Check in students.

Answer telephones.

Assist with administration of typing tests.

Assist students with registering for and utilizing online Career Services Resources.

Schedule career counseling appointments.

Monitor/Update social media accounts.

Provide referrals, resources, and career services information.

Required Skills/Experience:

Ability to operate a desktop computer

Ability to operate a multi-line telephone

Proficiency with Microsoft Office Programs

Excellent oral and written communication skills

Excellent customer service skills

Additional Requirements:

Ability to bend at the knees and lift up to 30lbs.

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.