

Distance Education Office Assistant – Distance Education & Educational Technology

Work Study Job Type:

Office Assistant

Reports to:

Billy Woodson

Duties and Tasks:

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

Faxing

Copying

Scanning

Filing

Data Entry

Sort incoming and outgoing mail

Answering and redirecting phone calls to appropriate personnel

Responding to and redirecting emails to appropriate personnel

Performing additional clerical and administrative support as needed

Required Skills/Experience:

Proficiency with Microsoft Office Applications

Operate various office machines to include personal computer and facsimile

Additional Requirements:

Communicate clearly using standard spoken and written English.

Must be able to work sitting and/or standing.

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.