

Foundation/College Development Office Assistant – Foundation Office

Work Study Job Type:

Office Assistant

Reports to:

Wendy Martel

Duties and Tasks:

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

Greet visitors

Maintain mailing lists

Process outgoing and incoming mail

Assist with events and projects

Answer phones and make phone calls on behalf of the office

Required Skills/Experience:

Ability to type

Basic computer knowledge

Proficiency in Microsoft Office software, including MS Word and Excel

Additional Requirements:

Ability to lift 20lbs.

Written and Oral communication skills to effectively work with the public and all levels of employees

Maintain strong confidentiality of all information

Set priorities, meet deadlines, and multi-task

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.

